

INDIANA

Driver Manual

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OUR MISSION...

The Bureau of Motor Vehicles is dedicated to providing professional and efficient service in the licensing of drivers, the registration and titling of vehicles, the collection and distribution of taxes and the management of records related to these functions.

PLEASE ADDRESS ALL INQUIRIES TO:

Bureau of Motor Vehicles
100 North Senate Avenue
Indianapolis, Indiana 46204

LETTER FROM THE COMMISSIONER

Fellow Hoosiers:

Indiana streets and highways are well-traveled these days. In fact, more than 5.2 million licensed drivers travel throughout the state every year. As the number of Hoosier drivers continues to increase, it is important that we remember our rights and responsibilities to those who share the road with us.



The privilege of driving comes with added responsibility. We each have an obligation to our fellow motorists to know the basic traffic laws of our state and to operate our motor vehicles in a safe manner. This manual can help each of us meet this goal.

The Indiana Driver's Manual contains basic rules of the road for motorists to follow when driving on Indiana roads. The information it contains can help prevent unnecessary accidents and may even save your life.

Please make sure you protect your driving privileges by frequently reviewing this manual and taking advantage of the Bureau of Motor Vehicles' nationally-acclaimed driver awareness classes.

With our fast-paced lives and competing demands, it is easy to become distracted when driving. Changing weather conditions, road construction and high-volume traffic can prove to be a challenge for even the most experienced drivers. Remember, driving is a task that requires your full attention. Each year, thousands of Hoosier lives are lost, countless injuries incurred and millions of dollars spent due to irresponsible and inattentive driving.

Please follow these guidelines when driving:

- Use safety belts and child safety restraints at all times;
- Don't drive if you are under the influence of drugs or alcohol;
- Know your own limits and avoid becoming a victim of driver fatigue;
- Keep your focus by avoiding cellular phone use, food consumption and other distractions while driving; and
- Respect the rights of other drivers and pedestrians.

Driver safety is a primary goal of the BMV. With the help of cautious and concerned drivers, like yourself, we can ensure that Indiana roads are safer for everyone.

Thank you for your assistance and enjoy your drive.

Sincerely,

A stylized, handwritten signature in black ink that reads "Gary A. Gibson". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Gary A. Gibson, Commissioner
Indiana Bureau of Motor Vehicles

THE INDIANA DRIVER LICENSE DOCUMENT

CHAPTER A

PURPOSE: An Indiana drivers license is an identification card issued by the Bureau of Motor Vehicles (hereinafter, the BMV) that indicates the extent of a person's privilege to operate a motor vehicle. Law enforcement officers use the license to identify drivers and access driving records. Individuals also use licenses to prove identity, as for instance when writing checks.

A license may be obtained by making an application at any of the local license branches in this state. Check your phone directory for the nearest license branch. This article of the manual explains the eligibility requirements for the various types of licenses issued by the BMV in detail.

CHAPTER B

WHEN A DRIVER LICENSE IS REQUIRED:

1. **General Rule:** To operate a vehicle in this state a person must have a valid Indiana driver license issued by the BMV applicable to the type of vehicle being operated. Driving a motor vehicle in the State of Indiana is a **privilege** and not a right. New residents to Indiana must obtain a license (and register and title all vehicles) within sixty (60) days of moving to this state. For more information concerning vehicle registration and titling requirements see Article V of this manual.
2. **Exceptions:**
 - a. An individual in military service while operating an official vehicle in that service.
 - b. An individual operating certain specialized construction equipment temporarily on a public road.
 - c. An individual who is not a resident of Indiana and who has a current valid license issued by another state and who meets the minimum age requirements for the equivalent type of Indiana drivers license. *Please note: For licensing purposes, you are considered an Indiana resident even if your*

legal residence is in another state if you have lived in Indiana for over half of a calendar year (except college students and active members of the military), are registered to vote in Indiana, or have children in an Indiana school system.

CHAPTER C

PROOF OF IDENTITY AND DATE OF BIRTH: If you are making your first application for a license, permit or non-driver identification card you will be required to provide proof of your date of birth.

To preserve the integrity of the driver license for identification purposes, the BMV has established guidelines of acceptable forms of proof of identity and date of birth which balances the importance of protecting the integrity of the document without needlessly burdening the public.

The following list contains the types of documents the BMV will accept for proof of identity to obtain a driver license, learner permit or non-driver identification card. Each type of document has been assigned a “point value,” which relates to its usefulness as a proof of identity. **Please note: The BMV reserves the right to refuse any identification presented by applicant that BMV personnel may find questionable.**

PROOF OF BIRTH DOCUMENTS WORTH SIX POINTS:

- ◆ Indiana Driver License (cannot be expired over 2 years)
- ◆ Indiana Identification Card (cannot be expired over 2 years)
- ◆ Indiana Learner/Driver Education Learner Permit (image document only, valid & unexpired)
- ◆ Out of State Driver License including any state in the US, US territories- American Samoa, Guam, Puerto Rico, & Virgin Islands (cannot be expired over 2 years)
- ◆ Out of State ID Card (cannot be expired over 2 years)

PROOF OF BIRTH DOCUMENTS WORTH THREE POINTS:

- ◆ Indiana County Court Presentence Investigation Report
- ◆ Indiana Driver License (expired over 2 years but less than 5 years, if expired more than 5 years, NO VALUE)
- ◆ Indiana Identification Card (expired over 2 years but less than 5 years, if expired more than 5 years, NO VALUE)

- ◆ I-94 Card (Arrival/Departure Record) (cannot be expired over 2 years)
- ◆ I-327 (Re-entry Permit) (cannot be expired over 2 years)
- ◆ I-551 (Permanent Resident Card) (cannot be expired over 2 years)
- ◆ I-571 (Refugee Travel Document) (cannot be expired over 2 years)
- ◆ I-688 (Temporary Resident Card) (cannot be expired over 2 years)
- ◆ I-688A, I-688B, I-766 (Employment Authorization Documents) (cannot be expired over 2 years)
- ◆ N-550, N-570 (Certification of Naturalization)
- ◆ N-560, N-561 (Certification of Citizenship)
- ◆ Out of Country Driver License with authorized English translation; English translation must be certified (stamp or seal) by an educational institution, governmental entity, cultural organization, and individuals with prior translation authorization from the Bureau of Motor Vehicles. (cannot be expired over 2 years)
- ◆ Print out of benefit statement from Social Security Office, Certified statement of Social Security records from Social Security Office, NUMI Report, or Verification of Entitlement from Railroad Retirement Fund.
- ◆ Release photo ID card (State Form 46763)
- ◆ Unexpired passport, in English or with English subheadings; English subheadings must be a part of the passport with the English translation underneath or beside the non-English words; the English translation cannot be a separate document.
- ◆ US birth certificate/including court placement documents; any document certified by court of law establishing birth. (See reverse side Birth Certificate.) Various sizes of documents, including cards which may or may not be laminated, but always include a stamp or seal. **Please note: Hospital and/or souvenir birth records will not be accepted!**
- ◆ US District Court Presentence Investigation Report
- ◆ US Military Photo ID card (cannot be expired over 2 years).

PROOF OF BIRTH DOCUMENTS WORTH TWO POINTS:

- ◆ Expired Passport in English or with English subheadings; English subheadings must be a part of the passport with the English translation underneath or beside the non-English words; and the English translation cannot be a separate document (cannot be expired over 2 years)

DOCUMENTS WORTH THREE POINTS:

- ◆ Letter from probation officer (State, Federal, County) on letterhead stationary with name, date of birth, signature of applicant, & signature of probation officer (valid for 30 days from date of issuance)
- ◆ Letter from school on letterhead stationary with name, date of birth, signature of applicant and signature of school official (dated within 2 years of separation from school)
- ◆ Signed Affidavit from parent or legal guardian who has a valid driver's license or ID card. (Parent or Guardian must be present and show proof of ID at time of signing Affidavit in the license branch & their license/ID number must be listed on the Affidavit).

DOCUMENTS WORTH TWO POINTS:

- ◆ Any Professional license issued by the State of Indiana (valid & unexpired)
- ◆ Clearance Letters/Driving Record (original) from licensing state
- ◆ Credit Card with picture (Any type, in applicant's name)
- ◆ Current Paycheck stub (Computer printed & dated within 1 year of application)
- ◆ Federal or Indiana Tax Return with W-2 or 1099 attached. Within 3 years of date of application. (We can accept a transcript of tax return from IRS Office)
- ◆ Gun Permit (unexpired)
- ◆ Marriage License or Divorce Decree (Certified by Court of Law)
- ◆ Medicare/Medicaid Card with Photo
- ◆ Permission to obtain License/ID Card (State Form 1092)
- ◆ Photo ID Card (School, Work or Membership-not expired over 2 years)
- ◆ Prison Release Papers
- ◆ Reinstatement Letter or Receipt from Indiana Bureau of Motor Vehicles
- ◆ Social Security Card
- ◆ US Military Discharge or DD214 Separation papers

DOCUMENTS WORTH ONE POINT:

- ◆ Bank Statement, Bank Card, or letter from Bank on Bank Letterhead (dated and signed in applicant's name-within 1 year of application)
- ◆ Cancelled Check with preprinted name
- ◆ Credit Card (Any type, in applicant's name, valid & unexpired)
- ◆ I-179, I-197 (US Citizens ID Card)
- ◆ I-210 (Voluntary Departures)

- ◆ Indiana title, title application or registration with signature (valid & unexpired)
- ◆ Insurance Card or Policy (Any type insurance in applicant's name)
- ◆ International Driving Permit (cannot be expired over 2 years)
- ◆ Letter from caseworker or legal organization representing the particular group of individuals, ethnic, homeless, etc. On letterhead stationery with name, date of birth, social security number, signature of applicant, signature of caseworker or organization representative. (valid for 30 days from date of issuance.)
- ◆ Letter from current employer on letterhead stationery with name, date of birth, social security number, signatures of applicant and employer.
- ◆ Medicare/Medicaid Card (non-photo)
- ◆ Property tax papers in applicant's name
- ◆ Transcript of Academic Records from a College or University or High School Report Card (dated within 2 years of application)
- ◆ Utility Bill (with name & current address of applicant)
- ◆ W-2 tax Form or 1099 Form
- ◆ Yearbook Picture (Picture within 2 years of application)

There are no exceptions to this list. You must bring enough documentation to accumulate six (6) "points." The Bureau can only accept originals or copies of documents certified by the issuing agency. Photocopies and documents with any alterations will not be accepted. Multiple documents of the same type will not be counted toward the six-point requirement. Making, or assisting another in making a false or fraudulent driver license application to the BMV is a criminal offense.

CHAPTER D

LICENSE AND PERMIT TYPES AND EXTENT OF DRIVING PRIVILEGES: The BMV issues a number of different types of drivers licenses. For most people a standard operator license is all they need. There are also special permits issued to individuals who are in the process of learning to drive. The materials in this section detail the various licenses and permits issued by the BMV, the eligibility requirements for each license or permit, and the extent of driving privileges authorized for each license or permit.

1. Driver Education Learner Permit:

- a. **Purpose:** The driver education learner permit is a limited learner permit issued, at the age of 15, for the sole purpose of allowing a student driver to enroll in a BMV-approved driver education course.

- b. **Eligibility:** To obtain a driver education permit the applicant must:
- (i) be at least fifteen years of age;
 - (ii) provide proof of identity and date of birth;
 - (iii) show proof of enrollment in a BMV-approved driver education program by surrendering the certificate of driver education provided by the school;
 - (iv) be able to pass the standard vision screening test; and
 - (v) if less than eighteen (18) years of age, have an appropriate family member or other adult sign the financial responsibility agreement portion of the application.
- c. **Extent of Driving Privileges:** The holder of a driver education learner permit may operate a motor vehicle only while he or she is currently enrolled in a driver education course and while participating in practice driving either (i) when accompanied by a certified driving instructor in the front seat of a car equipped with dual foot controls, or (ii) when accompanied by a parent or guardian in the front passenger seat who holds a valid operator, chauffeur, or public passenger chauffeur license.

Once the holder of a driver education permit has successfully completed the driver education course and the permit is accepted and completed by the driver education instructor, the holder may participate in practice driving if the seat beside the holder is occupied by a parent or guardian who holds a valid operator, chauffeur or public passenger chauffeur license.

2. Validated Learner Permit:

- a. **Purpose:** The validated learner permit allows an individual to practice driving to qualify for an operator license.
- b. **Eligibility:** To obtain a validated learner permit the applicant must:
- (i) be at least sixteen (16) years of age;
 - (ii) provide proof of identity and date of birth;
 - (iii) pass a written roadway knowledge test based on the information contained in this manual;
 - (iv) be able to pass the standard vision screening test;
 - (v) if less than eighteen (18) years of age, have an appropriate family member or other adult sign the financial responsibility agreement portion of the application.

- c. **Extent of Driving Privileges:** The extent of driving privileges depends upon the age of the holder. If:
- (i) the holder is less than eighteen (18) years of age, the holder may practice driving only while the seat beside the holder is occupied by a parent, guardian or relative who holds a valid driver license; or
 - (ii) the holder is at least eighteen (18) years of age, the holder may practice driving only while the seat beside the holder is occupied by any individual who holds a valid driver license.

3. Operator License:

- a. **Purpose/Extent of Driving Privileges:** An operator license gives a holder 18 years of age or older full driving privileges to operate most standard vehicles on Indiana roads. Operator licenses for persons under (18) years of age are probationary (See Section 4.) An operator license does not authorize the holder to operate a motorcycle.

In addition, an operator license does not permit driving for hire or driving as an employee if the driver transports or carries property in any vehicle, registered as having a gross vehicle weight rating of sixteen thousand (16,000) pounds or more, or transports people for hire or as an employee.

All states allow Indiana residents to operate under the authority of your Indiana driver license.

- b. **Eligibility:** To be eligible for an operator license the applicant must meet the following requirements:
- (i) **Minimum Age Requirements:**
 - (A) Sixteen (16) years and thirty (30) days if the applicant has held a valid driver education learner permit for sixty (60) days and has successfully completed a BMV-approved driver education course. Please note: The driver education learner permit must have the completion date, the school stamp or seal, completed grades, hours, and required signature(s).
 - (B) Sixteen (16) years and one hundred eighty (180) days if the applicant has held a valid Indiana learner permit for sixty (60) days.
 - (ii) provide proof of identity and birth;
 - (iii) be able to pass the standard vision screening test;
 - (iv) successfully complete a written roadway knowledge test based on the information contained in this manual;

- (v) if less than eighteen (18) years of age, have an appropriate family member or other adult sign the financial responsibility agreement portion of the application and
- (vi) unless the applicant qualifies for a waiver, successfully pass a roadway skill test with a BMV driver examiner in a vehicle provided by the applicant.

c. **New Indiana Residents with a Valid License from Another State:** An applicant for a new Indiana operator license who holds a valid license issued by another state or the District of Columbia is not required to take the drive test. However, if the out-of-state license is expired over (1) year, the applicant will be required to submit to a vision screening, a written test and drive test. A resident of a foreign country can drive in Indiana on a valid out-of-country license for a maximum period of one (1) year.

4. **Probationary License (IC9-24-11-3):** A license issued to an individual less than eighteen (18) years of age is a probationary license. A probationary license is valid for at least four (4) years from the date the license is issued and may not be renewed.

During the ninety (90) days following the issuance of the probationary license, the individual holding the probationary license may not operate a motor vehicle in which there are passengers unless another individual is present in the front seat of the motor vehicle who is at least twenty-one (21) years of age and holds a valid operator license.

The individual holding a probationary license may operate a motor vehicle only if the individual and each occupant of the motor vehicle has a safety belt properly fastened about the occupants' bodies at all times when the motor vehicle is in motion.

An individual who holds a probationary license may receive an operator license, chauffeur license, public passenger chauffeur license, or a commercial driver license when the individual is at least eighteen (18) years of age.

5. **Chauffeur License:**

a. **Purpose/Extent of Driving Privileges:** A chauffeur license grants the same privileges as an operator license. In addition, it also permits the operation of vehicles with a gross vehicle weight rating of at least sixteen thousand (16,000) but not more than twenty- six thousand (26,000) pounds (whether

single vehicle or combined gross vehicle weight) when used to transport property for hire or as an employee. The chauffeur license does not authorize the holder to carry persons for hire, whether in a bus or a taxicab.

b. **Eligibility:** To obtain a chauffeur license the applicant must meet the following requirements:

- (i) the applicant must be at least eighteen (18) years of age;
- (ii) the applicant must have at least one (1) year of driving experience as a licensed driver;
- (iii) the applicant must pass a written roadway knowledge test. Under certain conditions, an operator's test may be required;
- (iv) the applicant must pass the standard vision-screening test.

6. Public Passenger Chauffeur License:

a. **Purpose/Extent of Driving Privileges:** A public passenger chauffeur ("PPC") license grants the privilege to transport persons for hire so long as the vehicle is not designed or used to transport sixteen (16) or more persons, including the driver. The holder of a PPC license may also operate any vehicle legally operated by the holder of an operator license or a chauffeur license. The most common applicants for the use of a PPC license are taxicab and limousine drivers.

b. **Eligibility:** To obtain a PPC license the applicant must meet the same requirements as that of an applicant for an operator's license plus the following requirements:

- (i) the applicant must be at least twenty-one (21) years of age, unless the applicant is employed by a limousine or taxicab company in which case the applicant need only be eighteen (18) so long as the applicant shows proof of employment by the limousine or taxicab company by way of a letter from the employer on the employer's letterhead;
- (ii) the applicant must have at least one (1) year of driving experience as a licensed driver;
- (iii) the applicant must pass a written roadway knowledge test. Under certain conditions, an operator test may be required;
- (iv) the applicant must submit a medical examination form (available at any license branch) completed within the last thirty (30) days by a licensed physician showing that the applicant does not suffer from any mental or physical impairments which would adversely affect his or her ability to

- operate a public passenger vehicle. The applicant must submit the original; photocopies will not be accepted; and
- (v) the applicant must be able to pass the standard vision-screening test.

7. Commercial Driver License (“CDL”) and CDL Learner Permit:

- a. **Purpose/Extent of Driving Privileges:** A CDL is required to operate a commercial motor vehicle (as defined below). The CDL learner permit allows an individual to learn to operate a commercial motor vehicle. A commercial motor vehicle is defined as one of the following: 1) a vehicle (or combination of vehicles operated together; e.g. a semi tractor-trailer) with a declared gross vehicle weight rating in excess of 26,000 pounds; 2) a vehicle designed or used to transport sixteen (16) or more persons, including the driver; or 3) a vehicle used to transport hazardous materials.
- b. **Eligibility:** In general, requirements for a CDL learner permit and a CDL are much greater than for any other license and are based upon stringent federal motor carrier safety regulations. Therefore, it is highly recommended that anyone interested in applying for a CDL to visit a local license branch and obtain a CDL Manual published by the Department of Revenue Motor Carrier Services for more details. Basic requirements include:
- (i) minimum age requirements: twenty-one (21) years of age for a holder who transports people, and eighteen (18) years of age for a holder who transports property;
 - (ii) minimum driving experience: one (1) year as a licensed driver;
 - (iii) detailed written knowledge tests appropriate to the type of CDL to be obtained;
 - (iv) intensive skills testing; and
 - (v) a detailed physical examination to determine fitness based on Federal Motor Carrier safety regulations.

IMPORTANT: IF YOU WILL BE OPERATING ANY SELF-PROPELLED OR TOWED VEHICLE THAT HAS A GROSS VEHICLE RATING OR GROSS COMBINATION VEHICLE RATING OF 10,000 OR MORE POUNDS USED ON PUBLIC HIGHWAYS TO TRANSPORT PASSENGERS OR PROPERTY PLEASE READ THE COMMERCIAL DRIVER LICENSE MANUAL.

- ## **8. Motorcycle Operator Learner Permit, License or Endorsement:** To operate a motorcycle legally in Indiana, residents must possess either a

motorcycle learner permit, a motorcycle operator license or a motorcycle endorsement on their driver license. This section explains how these permits, licenses and endorsements may be obtained. More detailed information concerning the safe and legal operation of a motorcycle can be found in the Motorcycle Operator manual available at your local license branch.

a. Temporary Motorcycle Learner Permit:

- (i) Purpose: The temporary motorcycle learner permit allows a student driver to enroll in a motorcycle driver education course.
- (ii) Eligibility: To obtain a temporary motorcycle learner permit the applicant must:
 - (A) be at least fifteen (15) years of age;
 - (B) provide proof of identity and date of birth
 - (C) show proof of enrollment in a motorcycle driver education program by surrendering the proof of enrollment form;
 - (D) be able to pass the standard vision screening test; and
 - (E) if less than eighteen (18) years of age, have an appropriate family member or other adult sign the financial responsibility agreement portion of the application.
- (iii) Extent of Driving Privileges: The holder of a temporary motorcycle learner permit may only operate a motorcycle while participating in a motorcycle driver education class under the supervision of a certified driver instructor until completion of the course. Once the course is completed, the holder must be under the supervision of a licensed motorcycle operator who is at least 18 years of age. The holder must wear an approved helmet, may only operate a motorcycle between sunrise and sunset, and cannot carry any passengers.

b. Validated Motorcycle Learner Permit:

- (i) Purpose: The validated motorcycle learner permit allows an individual to practice operating a motorcycle to qualify for a motorcycle endorsement to an operator license.
- (ii) Eligibility: To obtain a validated motorcycle learner permit the applicant must:
 - (A) hold a valid Indiana driver license or have satisfactorily completed an approved motorcycle rider education course;
 - (B) provide proof of identity and date of birth
 - (C) pass a written roadway knowledge test based on the information

- contained in the motorcycle operator manual;
 - (D) be able to pass the standard vision screening test; and
 - (E) if less than eighteen (18) years of age, have an appropriate family member or other adult sign the financial responsibility agreement portion of the application.
- (iii) **Extent of Driving Privileges:** The holder of a validated motorcycle learner permit must wear a helmet meeting federal safety standards, may only operate a motorcycle between sunrise and sunset, and may not carry passengers.

c. Motorcycle Operator License or Endorsement:

- (i) **Purpose:** A motorcycle operator license or a motorcycle endorsement to a driver license shows that the holder is licensed to operate a motorcycle. To be eligible for a motorcycle operator license, you must show proof of completion of a motorcycle rider education course. The license and endorsement grant the same motorcycle operating privileges. **NOTE:** In accordance with IC 9-24-12-8, an individual seventy-five (75) years of age or older must take a motorcycle skills test every three (3) years.
- (ii) **Eligibility:** To be eligible for a motorcycle operator license or motorcycle endorsement to an existing driver license the applicant must meet the following requirements:
- (A) be at least sixteen (16) years and thirty (30) days of age;
 - (B) provide proof of identity and date of birth;
 - (C) be able to pass the standard vision screening test;
 - (D) hold a valid motorcycle learner permit for at least thirty (30) days, have successfully completed a BMV skills test or approved motorcycle rider education course, and successfully passed a written test;
 - (E) if less than eighteen (18) years of age, have an appropriate family member or other adult sign the financial responsibility agreement portion of the application.

If the applicant currently holds a valid motorcycle license or endorsement issued by another state, the motorcycle skills test will not be required.

Please contact your local license branch for information regarding motorcycle skills testing.

8. Other Vehicles or Watercraft Requiring the Operator to Hold a Driver License or BMV-Issued Identification Card:

- a. Motorboats:** Indiana law now requires the operator of any motorboat with an engine with more than ten (10) horsepower to carry a valid driver license; in some instances the operator may hold, in lieu of a driver license, a BMV-issued identification card. Below are the eligibility requirements:
- (i) Less than fifteen (15) years of age: A person less than fifteen (15) years old cannot legally operate a motorboat with more than ten (10) horsepower in Indiana.
 - (ii) Fifteen (15) to twenty-one (21) years of age: A person less than twenty-one but at least fifteen years of age can legally operate a motorboat if: a) he or she holds a valid driver license, or b) persons who do not hold a driver license can legally operate a motorboat only if they hold a BMV-issued identification card and only if they have completed a boating education course approved by the Indiana Department of Natural Resources. You may wish to contact the Department of Natural Resources at (317) 232-4010 for more information concerning boating education courses.
 - (iii) At least twenty-one (21) years of age: A person at least twenty-one (21) years of age can legally operate a motorboat with a valid driver license or BMV-issued identification card. Please note, however, that if your driver license is suspended you may not legally operate a motorboat by obtaining a BMV-issued identification card.
- b. Motorized Bicycles:** A motorized bicycle, commonly known as a “moped,” is distinguished under Indiana law by having no more than two (2) horsepower, a cylinder capacity not exceeding fifty (50) cubic centimeters, and an automatic transmission. Such a vehicle is not considered a “motor vehicle.” Vehicles with engines exceeding these limits are motorcycles and a person must meet the licensing requirements to operate such a vehicle legally. A manufacturer’s certificate of origin or a certificate of title, if any, to the vehicle will indicate whether such vehicle is a motorized bicycle or a motorcycle. The following requirements apply to the operator of a motorized bicycle:
- (i) Minimum Age: An operator of a motorized bicycle must be at least fifteen (15) years of age.
 - (ii) Driver License or BMV-Issued Identification Card: An operator of a motorized bicycle must have a valid driver license or have a current

BMV-issued identification card in his or her possession.

- (iii) **Operation Restrictions:** A motorized bicycle may not be operated on an interstate highway or at a speed in excess of twenty-five (25) miles per hour. An operator less than eighteen (18) must wear an approved protective helmet and headgear.

CHAPTER E

DEMONSTRATING LICENSE ELIGIBILITY: TESTING PROCESS:

1. **Special Requirement for Drivers Under Eighteen (18):** Assumption of Financial Responsibility By Parent, Guardian or Other Adult (IC 9-24-9-3,4 and 5):
 - a. **Purpose:** Indiana law requires an individual under eighteen (18) years of age who applies for any permit or license to have the Financial Responsibility Affidavit portion of the license application signed under penalty of perjury by an appropriate adult, usually a parent or guardian.
 - b. **Liability Assumed:** A person who signs the Financial Responsibility Affidavit assumes all legal obligations for injury or damage caused by the operation of a motor vehicle by the minor applicant until the person is eighteen (18) years of age.
 - c. **Who May Sign According to I.C. 9-24-9-3:** The application of an individual less than eighteen (18) years of age for a permit or license under this chapter must be signed and sworn to or affirmed by one (1) of the following:
 1. The parent having custody of the minor applicant.
 2. The guardian having custody of the minor applicant.
 3. If neither parent is living in Indiana and the applicant has no guardian, the person having custody or an employer of the minor applicant.
 4. If there is no parent, guardian, or employer, any other responsible individual who is willing to assume the obligations imposed by the provisions of the chapter.
 5. An individual under the age of eighteen (18) years of age, who is emancipated, must provide proof of financial responsibility and a copy of a court order declaring them emancipated.
 - d. **Identity:** The individual assuming financial responsibility must show proof of identity and date of birth.

- e. **Termination of Financial Responsibility:** Assumption of financial responsibility can be terminated in three ways:
- (i) The minor turns eighteen (18) years of age;
 - (ii) The death of the person who signed the affidavit in which case the minor must obtain the signature of another qualified person; or
 - (iii) The person who assumed financial responsibility submits by mail an affidavit, available at all license branches, revoking assumption of financial responsibility addressed to: Bureau of Motor Vehicles, Driver Services, Room N405, Indiana Government Center North, 100 North Senate Avenue, Indianapolis, Indiana 46204.

2. **Vision Screening Requirements:** All applicants for a license or permit are required to satisfy the minimum vision standards established by the Bureau. This is true even if the applicant is renewing an existing license.

3. **Written Examinations:**

a. **When Required:**

- (i) Applicants for a validated learner permit: a written examination is required when the applicant is applying for a validated learner permit and/or
- (ii) First-time license applicants: a written examination must be successfully completed when a person first applies for each particular driver license type (i.e., operator, chauffeur, or public passenger chauffeur license) and/or;
- (iii) If an Indiana license is expired for two (2) years or more.

b. **Contents of the Written Examination:**

Written examinations are based on information contained in this manual, especially the “rules of the road” portion of this manual. Passage of the written examination demonstrates basic understanding of Indiana traffic laws and safe driving techniques.

Most written knowledge tests consist of multiple choice questions. If you fail to pass a test, you must wait twenty-four (24) hours before you may take the test again. **An applicant can not take the road test until he or she successfully passes the written test.**

Please see the back of this manual to review sample questions.

All applicants must be able to understand highway signs and markers as they are displayed on Indiana roads and highways, in the English language.

- c. **Written Knowledge Examination for CDL holders:** The written knowledge examinations for a CDL are considerably different in type and substance than the other written examinations. Please refer to the Commercial Driver License Manual for more information concerning written examinations required for a CDL.

4. The Drive Test:

- a. **When Required:** The following applicants for an Indiana operator license must take a roadway test of the person's ability to operate a vehicle safely conducted by a BMV driver examiner:
 - (i) Persons holding an Indiana learner permit unless the person qualifies for the driver education drive test waiver described in subsection b. below;
 - (ii) New Indiana residents who hold an out-of-state license which has been expired for more than one (1) year;
 - (iii) New Indiana residents who hold an out-of-country license;
 - (iv) Indiana residents whose driver license has been expired for three (3) or more years; or
 - (v) As required by BMV.
- b. **The Driver Education Drive Test Waiver:**
 - (i) The BMV shall waive the road test requirement for a person who has passed a driver education class and a road test given by a commercial driver school or high school driver education program, if such school or program participates in the Bureau's waiver program as described in 140 IAC 4-4-89. The individual must still complete an application and qualify for an operator license and successfully complete the vision screening and written tests.
 - (ii) **Loss of the Waiver Privilege:** The waiver is not available if the driver education learner permit expires (i.e. more than a year has passed) prior to the application for an operator license; or the applicant fails to pass the written or electronic test.
 - (A) the applicant has a grade in classroom or driving instruction of B- or below indicated on the driver education learner permit.

- c. **Drive Test Scheduling:** To serve new drivers efficiently, driver examiners perform drive tests on an appointment-only basis. Therefore, it is important that new applicants for an operator license call the license branch they intend to visit at least ten (10) to fourteen (14) days in advance to set up an appointment. Please note: BMV driver examiners cannot administer drive tests when weather conditions are hazardous.
- d. **Requirements Before the Drive Test:** Upon successful completion of the the vision and written knowledge tests, the Driver Examiner will administer the drive test providing that the following conditions are met:
- (i) The applicant must provide a vehicle;
 - (ii) The vehicle must be legally equipped, and in safe and clean condition;
 - (iii) The vehicle provided is properly registered; and
 - (iv) The applicant must be able to demonstrate to the driver examiner that he or she is able to understand highway warnings or direction signs in the English language (9-24-2-34).
 - (v) Present a written test affidavit;
 - (vi) Applicant's driver status must be "valid."
- e. **General Components of the Drive Test:** BMV driver examiners use a standardized form to evaluate an applicant's ability to operate a vehicle safely. After inspecting the vehicle and ensuring that it can be safely and legally operated, the examiner will accompany the applicant in the front passenger seat. **Only the applicant and the examiner and an examiner supervisor or trainer will be allowed in the car.** The following list has some of the actions that result in failure of the drive test:
- (i) Speeding
 - (ii) Failure to obey road signs or traffic laws
 - (iii) School Zone rules
 - (iv) Failure to stop for school buses with the stop arm out
 - (v) Straddles marked lanes
 - (vi) Too close to pedestrians, bicycles or vehicles
 - (vii) Left of center
 - (viii) Failure to pullover for emergency vehicles
 - (ix) Runs off roadway
 - (x) Backs over curb when parallel parking
 - (xi) Having an accident or making contact with another vehicle
 - (xii) Fails to react to hazardous driving conditions
 - (xiii) Fails to yield right of way

- (xiv) Showing that driving ability does not meet requirements
- (xv) Failure to follow instructions
- (xvi) Accumulation of eleven (11) points

Applicants failing the drive test must wait fourteen (14) days before another drive test may be administered.

5. Restrictions on the Driver License:

- a. **Purpose/Summary:** In many instances restrictions may be placed on a driver license. These restrictions allow persons to operate a vehicle but only under conditions that ensure safety to the driver and to the public. The most common restriction is restriction “A”, which requires the driver to wear glasses or contact lenses when operating a vehicle. Restrictions appear in the lower left- hand corner of the data portion of the driver license and are described on the back of the license. If you have any questions pertaining to a restriction on your license, please contact your local license branch.

CHAPTER F

IDENTIFICATION CARDS FOR NON-DRIVERS:

Availability: The BMV offers identification cards for Indiana residents who are non-drivers. The identification card looks similar to a standard driver license except that it is clearly marked as a non-driver identification card at the top of the document. To obtain a non-driver identification card, the applicant must meet the requirements for proof of identity and date of birth. Persons any age may obtain a non-driver identification card.

CHAPTER G

LICENSE RENEWALS AND AMENDMENTS, DUPLICATE LICENSES AND THE IMPORTANCE OF NOTIFYING THE BMV OF ADDRESS CHANGES:

- 1. **License Renewal:** A person may renew his or her driver license at any license branch during the six (6) month period prior to the expiration of the license. If your license has expired please refer to the proof of identity requirements to determine whether the expired license alone will satisfy as proof of identity. All applicants for renewal of a license must pass the vision-screening test. There are no other eligibility requirements except as follows:
 - a. If a person renewing an operator license has not reached twenty-one (21) years of age, or has accumulated six (6) or more active “points” on his or

her driving record he or she must take the standard written examination for an operator license.

- b. Individuals age seventy-five (75) years and older must renew their driver license every three (3) years. If such an individual holds a motorcycle endorsement on their license, he or she must take the motorcycle skill test to retain the endorsement.
- c. Individuals who have a “4” restriction on their license that indicates the need to use special driving controls or who have a disability that requires special driving techniques, are required to see a BMV driver examiner to see if their condition has changed since they last obtained a license. The BMV driver examiner determines if the existing restrictions on the license are adequate. You will not have to take a drive test unless the driver examiner determines that one is necessary.

2. License Amendments and the Importance of Updating Your Mailing Address with the BMV:

A person may obtain an amended driver license from any license branch in the state.

- a. **Name Changes:** A person may obtain a name change on his or her license by filling out an affidavit available at the license branch if eighteen (18) years of age or older, or if emancipated (the person must show court order of emancipation), or by presenting an original or certified copy of a marriage license, divorce decree or court order indicating the new name to be used.
- b. **Address Changes: IMPORTANT:** Pursuant to IC 9-24-13-4, driver license holders are required to immediately notify BMV of an address change. **Avoid license suspension by complying with this requirement!** To amend your driver license so that your new address will be on your driver license document, you must go into the license branch and physically change your license for a fee of \$6.00.
- c. **Duplicate Licenses:** If your license is lost or stolen, an individual may obtain a duplicate license at any license branch in this state. Please note: An applicant for a duplicate license must provide proof of identity in the same manner as a first time applicant.

FRAUDULENT LICENSE APPLICATIONS, MISUSE OF LICENSE AND ILLEGAL MANUFACTURE OF LICENSES (IC 9-24-16-12; 9-24-18-2,7): It is a

criminal offense to:

1. Make or assist another in making a false or fraudulent license or non-driver identification card application;
2. Use the driver license or non-driver identification card of another as one's own or allow another person to use your driver license or identification card; or
3. Counterfeit or falsely reproduce a driver license or identification card, with the intent, to use such license or identification card, or allow another person to use such license or identification card.

In addition to the existing criminal penalties, the driving privileges of a person who makes or assists another in making a false or fraudulent license application will be suspended by the BMV for a period of up to one (1) year.

SPECIAL LICENSE TYPES AND SERVICES FOR DRIVERS:

1. Renewal of a valid Indiana operator's license held by an individual temporarily residing outside of Indiana (IC 9-24-12-6): The BMV may renew a valid Indiana operator license held by an individual temporarily residing outside of Indiana, if:
 - a. the applicant shows good cause why the license cannot be renewed within Indiana,
 - b. submits a complete application, and
 - c. pays the required fee.

The Indiana operator license of an individual who is temporarily residing outside of Indiana remains valid for thirty (30) days beyond the expiration date of that license if the individual has applied for a renewal of the license and has not been denied a renewal of the license.

When an Indiana operator license of an individual who is temporarily residing outside Indiana because of service in the armed forces of the United States has expired, the license remains valid for ninety (90) days following the person's discharge from service in the armed forces. To obtain a renewed license, the individual must apply for a renewal of the operator license during the ninety (90) day period following the individual's discharge, and show proof of the individual's discharge from service in the armed forces when applying for the renewal.

The renewal license will not have a photograph. Persons needing to renew by mail, who qualify, may request an application from the address listed below:

Bureau of Motor Vehicles
Photo Exempt Request
c/o 531 Virginia Avenue
Indianapolis, IN 46204
Phone (317) 234-0550

2. **Photo-Exempt Licenses for Indiana Residents:** An individual with a religious objection to taking a photographic image may make a special application to the BMV for a photo-exempt driver license or non-driver identification card. An application may be obtained at a local license branch or by writing to the above listed address.

The applicant must complete the application and attach a letter of certification of religious belief from his or her minister, bishop, elder or other leader of the religious sect of which you are a member, explaining why you qualify for a photo-exempt license or identification card and mail both to the address listed above. The BMV will then mail an approval letter, which the applicant must take to a license branch to obtain a license.

3. **Anatomical Gift/Organ Donation Information:** On the application of all driver licenses and non-driver identification cards, there is a space provided in which the holder can indicate his or her intention to make an anatomical gift and to indicate the extent of that gift. An individual's wish to be an organ donor is designated by a red heart on the front of the license or ID card. However, such an indication does not automatically qualify the person as an organ donor. The next of kin or legal guardian must grant permission before organs can be donated. Applicants should make their families aware of their desire to be an organ donor. For further information please contact the Indiana Organ Procurement Organization at 1-888-ASK-IOPO (1-888-275-4676).
4. **International Driving Permits:** Indiana licensed drivers may obtain a permit to operate a motor vehicle in a foreign country through their local American Automobile Association (AAA) office. An individual coming from another country to Indiana must obtain an international driver permit from his or her departing country. If that person does not intend to become a resident of Indiana, they may drive on the out-of-country license for a period of one year.

NOTE: The international driver permit will not be honored unless the driver's out-of-country license accompanies the international driver permit.

5. Services for Individuals With Disabilities and Interpreters:

- a. **Accommodating Individuals with Disabilities:** BMV driver examiners are trained to make an individualized determination to issue a driver license with one or more restrictions to an individual with a disability that adversely affects the normal operation of a standard-equipped vehicle. A restricted license may specify particular equipment that is required for the person to operate a vehicle or other restrictions tailored to accommodate the individuals specific needs. The driver examiners are the only individuals authorized at the license branch to make determinations as to restrictions and to issue a restricted license in these cases. Any individual who may need a restricted license or is interested in special driving programs offered by the BMV should contact their local license branch.
- b. **Translators/Interpreters:** Translators/Interpreters are allowed to assist with the applicant's written knowledge test, provided the translator/interpreter is not a family member or friend. The translator/interpreter must be approved by the BMV Driver Service Division.

RULES OF THE ROAD AND VEHICLE SAFETY:

This article summarizes the rules of the road and the basics of traffic safety. An understanding of these rules will be necessary to obtain an operator license in Indiana.

CHAPTER A

BASIC TRAFFIC SIGNS: Drivers need to be able to read and understand various signs posted along Indiana roadways. These signs, posted by the Indiana Department of Transportation and local governments, use colors, shapes, written messages and symbols that aid the driver in reading and understanding the information.

1. **Sign Colors:** The background color of traffic signs helps identify the type of information provided:



a. **Red:** Red signs are used to inform the driver of requirements that must be followed and that constitute an immediate threat to traffic safety if not followed, e.g. “STOP,” “YIELD,” “DO NOT ENTER,” “WRONG WAY.”



b. **Yellow:** Yellow signs warn drivers of specific road conditions and dangers ahead.



c. **White:** White signs provide important information regarding traffic regulations that you must obey such as state highway markers, maximum speed limits and other helpful information.



d. **Orange:** Orange signs warn drivers of special dangers ahead due to highway construction and maintenance projects.



e. **Green:** Green signs indicate directions, highway “exit” signs, and mileage signs.



f. **Blue:** Blue signs impart traveler information to motorists.



g. **Brown:** Brown signs indicate nearby parks and recreational areas.

2. **Sign Shapes:** The shape of a sign also gives an indication of the information. There are eight (8) common shapes used:

a. **Octagonal ("STOP") Sign:** The eight-sided red "stop" sign is a common sign indicating the requirement to stop and yield the right-of-way at an intersection.



b. **Triangular ("YIELD") Sign:** The three-sided red "yield" sign informs the driver approaching an intersection that he or she must stop and yield the right-of-way to all traffic and pedestrians before proceeding.



c. **Square (Regulatory) Sign:** The red and white, square regulatory signs convey regulations that the driver must follow. Signs indicating prohibitions often will have a symbol inside of a red circle with a red diagonal bar. When you see a red circle with the red diagonal bar it always means "NO."



d. **Circular (Railroad) Sign:** The yellow circular sign is designated to provide information to the driver of an impending railroad crossing.



e. **Pentagonal (School Zone) Sign:** The yellow or the new fluorescent yellow-green five-sided sign indicates the presence of a nearby school and an area in which children will be crossing traveled roads.



f. **Diamond (Warning) Sign:** The four-sided, diamond-shaped signs warn drivers of specific road conditions and dangers ahead.



g. Pennant-Shaped Sign: The yellow pennant-shaped sign is used exclusively to warn drivers of impending no-passing zones. These pennant-shaped signs are placed on the left-hand side of two-way roads to aid the driver who may be trying to pass a vehicle on the left.

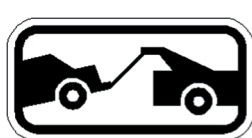


h. Rectangular (Information) Sign: The white rectangular sign provides important regulations that drivers must obey such as maximum speed limits or contains useful information such as state highway markers.



3. Written Messages and Symbols: Traffic signs will employ either written messages or symbols to convey the information to the driver. Specific examples of written messages and symbols for particular types of signs to follow:

a. Regulatory Signs:



Tow Away Zone



No Parking



No Trucks



No Right Turn



No U Turn



Hospital



Narrow Bridge

b. Warning Signs:



Divided Highway ends



Overpass Ahead



Lane Ends



Merging Traffic



Pedestrian Crossing



Slippery When Wet



Long or Steep Downgrade



Traffic Signal Ahead

c. Highway Construction and Maintenance Signs:



Advance Detour Signs



Advance Flagger and Worker Signs



d. Slow moving vehicle emblem. The following emblem has been developed to indicate a slow-moving vehicle, which is any vehicle driven at a speed less than twenty-five (25) miles per hour and is required to exhibit the SMV emblem:



Orange Fluorescent Center



Slow Moving Vehicle Emblem Kit



Red Reflective Borders

CHAPTER B

TRAFFIC CONTROL AT INTERSECTIONS: Traffic control devices and signs are used to control traffic flow and to indicate right-of-way at intersections and pedestrian crossings.



Standard Traffic Signal



5 Sectional Traffic Signal

1. Stop Lights: Pictured at left are the two most common types of stop lights

a. For Vehicles Proceeding Straight through Intersection:



(i) A green signal means go. The driver has the right-of-way and may proceed through the intersection provided it is clear of other traffic and pedestrians.



(ii) A yellow signal means that the right-of-way is ending. The driver must be through the intersection before the yellow signal ends and the red signal begins.



(iii) A red signal means stop. Traffic entering the intersection from another direction has the right-of-way. The driver may not enter the intersection until the light turns green and the intersection is clear of other traffic.

b. For Vehicles Turning at the Intersection:



(i) A green arrow displayed in conjunction with a red or green signal means the driver has the right-of-way to make the turn so long as the intersection is clear. Oncoming traffic must stop.



(ii) A yellow arrow displayed in conjunction with a red or green signal means that the right-of-way to turn is ending. A turn must be completed. And the driver must be through the intersection before the yellow arrow ends.



(iii) A green signal alone means that the driver may make a turn so long as the intersection is clear and the driver yields the right-of-way to all on-coming traffic.



(iv) A yellow signal alone means that the period to turn is ending. The driver must have completed a turn and be through the intersection before the yellow signal ends and the red signal begins.



(v) A red signal alone means stop. Traffic entering the intersection from another direction has the right-of-way. The driver may not enter the intersection until the light turns green and the intersection is clear of other traffic.

2. Flashing Light Signals: At some intersections a traffic control device may be found that has one steady flashing or blinking signal in each direction. The following are the rules for obeying these types of flashing light signals.

a. Red flashing light signals: A red flashing light signal is equivalent to a stop sign and means the driver must come to a complete stop before entering the intersection.

- (i) If cross-traffic is not required to stop at the intersection, a driver may only proceed when the way is clear and the driver will not interfere with the right-of-way of any such cross-traffic.
 - (ii) If all traffic is required to stop at the intersection then the driver may proceed after a complete stop and after yielding to any vehicle;
 - a. that is already in the intersection,
 - b. that has already completely stopped and is about to enter the intersection,
 - c. that is to the right of the driver and has arrived at the intersection at the same time as the driver.
- b. **Yellow flashing light signals:** A yellow flashing light indicates the driver should slow down and use caution when travelling through an intersection or other dangerous areas where an accident can happen. Cross-traffic is required to yield the right-of-way; however, drivers should proceed with caution, watching for vehicles or pedestrians attempting to cross the intersection.
3. **Pedestrian Signals:** Pedestrian signals allow pedestrians to know when it is legally permitted and safe to cross a street or intersection. Pedestrians can promote traffic safety and protect themselves by observing the following rules:



- a. **“Walk” Sign:** Many streets with significant pedestrian traffic will have a pedestrian signal that displays the word “WALK” or a symbol of a person walking when it is legally permitted and safe to cross the street or intersection. Pedestrians who have started to cross the street or intersection when the “WALK” sign or walking person symbol appears should continue as quickly as possible to the other side of the street if the signal shifts to “DON’T WALK.”



Please note: At some intersections there is a button near the base of the pedestrian signal or stop light that must be pushed by the pedestrian to activate the pedestrian signal to show the “WALK” sign.



- b. **“Don’t Walk” Sign:** Pedestrian signals indicate when it is not legally permissible or safe to cross a street or intersection. When the pedestrian signal shows the words “DON’T WALK” or a symbol of a raised hand appears, it is not legally permitted or safe to begin crossing a street or intersection.



4. **Stop signs:** The rules pertaining to stop signs are the same as those pertaining to red flashing light signals. A driver should come to a complete stop before the solid white line or crosswalk. If there is neither a solid white line or crosswalk, the driver should come to a complete stop, parallel to the stop sign, if possible, before entering the intersection at a place that allows the driver to determine if any other vehicles are approaching the intersection from another direction. As always, watch for pedestrians.
5. **Yield Signs:** A yield sign indicates that a driver must slow down when approaching an intersection and be prepared to come to a complete stop if a vehicle or pedestrian with the right-of-way is approaching from another direction. A vehicle approaching from another direction with the right-of-way should not have to brake to avoid a collision with a vehicle entering from a road with a yield sign.
6. **Intersections with No Signal, Sign or Signal not functioning:** Vehicles approaching an intersection that has no signal or a malfunctioning signal, shall stop before entering the intersection. After stopping, vehicles may proceed with caution through the intersection and shall yield right of way to traffic within the intersection.
7. **Entering Streets or Roadways from an Alley, Building or Driveway:** A driver must yield the right of way to other vehicles and is required to stop before entering a street or roadway from an alley or driveway.

CHAPTER C

BASIC ELEMENTS OF SAFE VEHICLE OPERATION: The following sections provide essential information about safe and legal vehicle operation and techniques for avoiding situations in which an accident is more likely to occur.

The most important rule for safe vehicle operation is to pay attention to the road! Even experienced drivers too often allow themselves to be distracted while driving. Always anticipate potential problems. A good defensive driver looks out for the actions of other drivers.

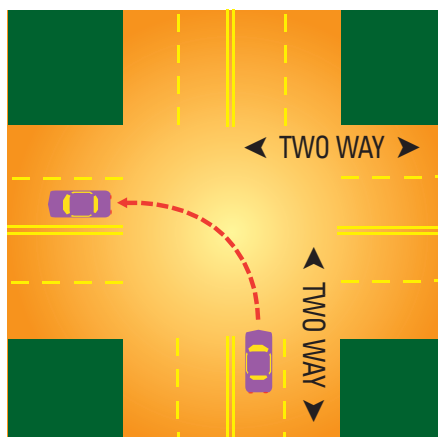
1. **Driving Lanes and Lane Markings:** Driving lanes and lane markings help separate traffic going in opposite directions and allow for multiple lanes of traffic going in the same direction on busier roads. Staying within the driving lane you are travelling except to turn or pass is the first rule of traffic safety.

- a. **Yellow Lane Markings:** Yellow lane markings are found on or near the center of a road and are used to divide two-way traffic. If there is a double yellow line or a solid yellow line on your side of the road, never drive to the left of the solid yellow line except to turn. If there is only one broken yellow line or a solid yellow line on the left-hand side of a broken yellow line, you may use the left-hand side of the road to pass, but only, if you follow the rules for passing outlined in Section 4 below.
- b. **White Lane Markings:** White lane markings are used to separate multiple lanes of traffic going in the same direction. You should not cross a solid white line. Most multiple lane roads have broken white lines to separate lanes. A broken white line authorizes a driver to change lanes when it is safe to do so. Follow these rules when changing lanes:
- (i) First, make sure traffic directly ahead is clear;
 - (ii) Check your mirrors for vehicles behind you that have begun or are about to pass you;
 - (iii) Briefly turn your head in the direction you wish to proceed to, to ensure that no vehicle is in your vehicle's "blind spot" to see if there is sufficient room to move into the adjacent lane;
 - (iv) Use your directional signals to alert other drivers that you are about to change lanes;
 - (v) Smoothly move into new driving lane; and
 - (vi) Only change one lane at a time.

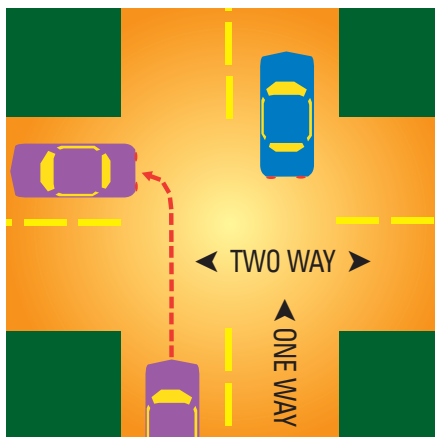
If you are changing lanes in preparation of a turn, do so at least 200 feet before the turn. Do not weave in and out of lanes! Your risk of an accident greatly increases. On the highway, slower vehicles should use the lane to the right. Leave the left-hand lane for faster moving vehicles that wish to pass.

2. **Rules for making Safe and Legal Turns:** Many accidents can be avoided by adhering to the following rules and guidelines in making proper turns. Always keep in mind that it is important to plan ahead to anticipate when you are going to make a turn. If you are going to be travelling on roads you are unfamiliar with, it is always useful to consult a map in advance to know when you will have to make turns to avoid "last minute" decisions.

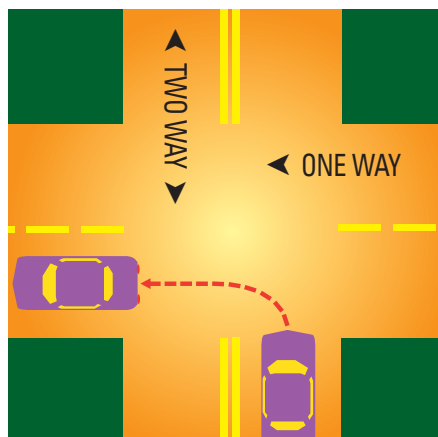
- a. Turning from and onto the proper lane: If the road you will be turning from has more than one lane, the first rule for a safe and legal turn is to move into the lane nearest to the direction you will be turning well in advance of the turn. Follow the rules in Section 1 to safely move into the proper lane prior to making a turn. The following diagrams illustrate a proper turn.



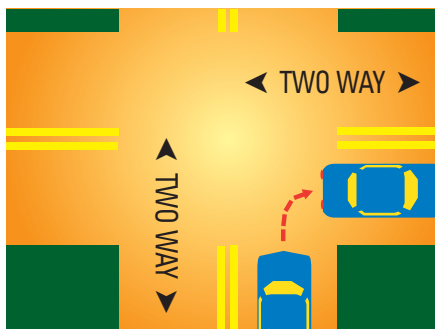
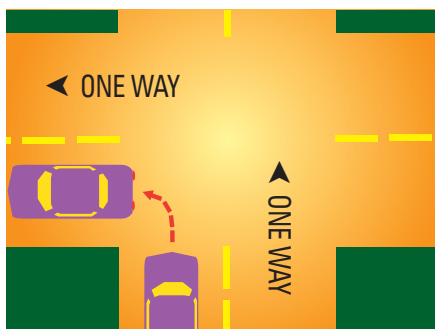
Left turn from two-way streets and highways into another two way-road.



Turning left from a one-way street into a two-way street.



Turning left from a two-way street into a one-way street.



Turning at a red light.

- b. **Signaling your intention to turn:** Give a proper turn signal at least 200 feet before turning or changing lanes. If the speed limit is 50 miles per hour or more, give a proper turn signal at least 300 feet before turning or changing lanes. The safest type of signal is using the lighted signals that are standard equipment on most vehicles. If, however, one or more of these signals are malfunctioning, you may use the hand signals (except on driving tests) that are illustrated below:



Right Turn



Left Turn



Slow or Stop

- c. **Turning at Intersections:** Prior to making a turn at an intersection, you must follow the rules concerning traffic control devices. Always watch for pedestrians! Never force a pedestrian to make a special effort to avoid your car when turning. If you come to stop at the intersection prior to turning, keep the vehicle's front wheels pointed straight and apply the brakes before proceeding.
- d. **Legal Right Turns when a Stop Light Signal is Red:** In order to facilitate greater traffic flow, Indiana, as most other states, allows a driver to turn right at an intersection in limited circumstances when a traffic light signal is red. A legal turn may only be made in the following circumstances:
- (i) The driver comes to a complete and full stop at the traffic light;
 - (ii) The driver makes sure there are no vehicles or pedestrians in the path of the turn;
 - (iii) The driver does not interfere with the right-of-way of any vehicle or pedestrian who is moving in the direction of the turn; and
 - (iv) The driver follows the other rules pertaining to turns, i.e. correct lanes, discussed in this section.

Special Exception for Left Turns: If the driver is on a one-way street and wishes to turn left onto another one-way street, a legal turn may be made only when the traffic signal is red and if the driver follows rules (i) through (iv) listed above. This is the only circumstance in which a driver may make a legal left turn against a red traffic signal.

e. **U-Turns:** A U-turn is a potentially dangerous maneuver that should only be undertaken when absolutely necessary. Obey the following rules:

- (i) always yield the right-of-way to oncoming vehicles and to any pedestrians;
- (ii) never make a U-turn on any curve in the road or when approaching or nearing the crest of a hill or grade;



(iii) never make a U-turn on an interstate highway; simply proceed to the next exit and reenter the highway in the opposite direction; and

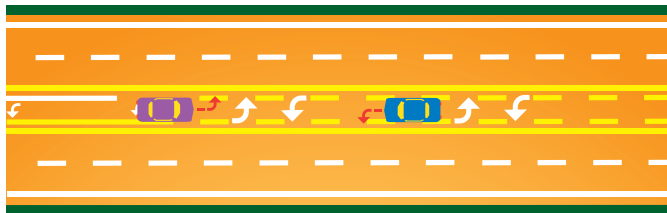
(iv) never make a U-turn when this sign is posted:

f. **Turning Left From Specially Designated Center Lane:** Many busy roads



in which there are many places where a vehicle may make a left turn have a center lane designated solely for left-turning vehicles. Use these center lanes to decelerate and turn left if available. Always be aware that vehicles travelling in the opposite direction may be entering the center to turn left in front of your vehicle. Never use this type of center lane for passing or overtaking other vehicles. Designated

center lanes for left turns can be identified by looking for these signs:



NOTE: Pavement arrows in center-lanes are not always installed.

g. **Following turning vehicles:** When following a driver who has signaled his or her intention to make a turn or who has slowed down and may be looking to make a turn, drive defensively and always slow down and be prepared to stop.

3. **Rules for Passing/Utilizing Left-Hand Side of the Road:** This section discusses safe and legal passing when a driver must use lanes on the left-hand side of the road designated for traffic travelling in opposite direction.

Passing vehicles by using the left-hand side of the road is a potentially dangerous driving maneuver in which a serious accident can occur. Always consider whether it is really necessary to make such a pass.

a. Passing Prohibited: It is illegal and extremely dangerous to attempt to pass in the following situations:

- (i) A yellow solid line is marked on the driver's side of the center line of the road;
- (ii) A yellow pennant-shaped "No Passing Zone" sign is posted on the left-hand side of the road or a white, rectangular "Do Not Pass" sign is posted on the right-hand side of the road;
- (iii) When on or approaching a curve;
- (iv) When approaching the crest of a hill or grade;
- (v) Within 100 feet of an intersection or railroad crossing; or
- (vi) Within 100 feet of a bridge, viaduct or tunnel.

b. Requirements for Safe and Legal Passing:

- (i) Make absolutely sure the passing lane is clear of traffic. You are required to return to the right-side of the road no less than 100 feet before any approaching vehicle;
- (ii) Check behind and to the left to make sure another car is not attempting to pass your vehicle;
- (iii) Give appropriate turn signal;
- (iv) Move into the passing lane, then accelerate, and continue to move forward until the vehicle passed can be seen in the rearview mirror;
- (v) Before returning to the original driving lane, give the appropriate turn signal.

c. When Being passed: If your vehicle is being passed on the left-hand side of the road allow the vehicle to pass safely and do not increase your speed.

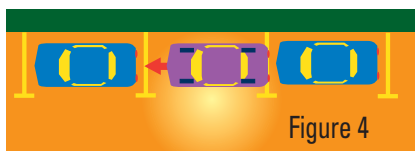
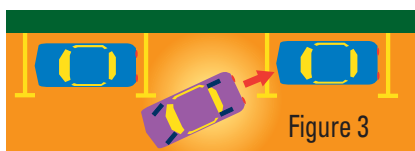
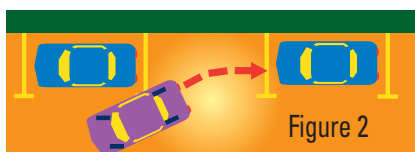
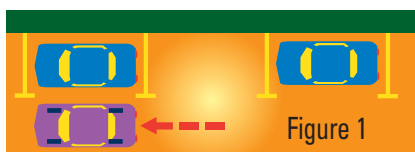
4. Pedestrian Safety: Crosswalks or the existence of a pedestrian signal indicates that pedestrians are nearby. Please follow these rules and guidelines when pedestrians are in the vicinity:

- (i) Always yield the right-of-way to pedestrians;
- (ii) Do not make a turn that causes a pedestrian to stop, slow down or make some other special effort to avoid a collision;

- (iii) If children are in the vicinity take special care because children do not fully appreciate the dangers of traffic;
- (iv) Be respectful of others who have difficulty in crossing streets such as elderly persons or persons with a visual disability.

5. Parking Rules:

a. **Parallel Parking:** Parallel parking is simple and easy when drivers follow the procedure listed below:



- (i) Signal your intention to park;
- (ii) Position the vehicle parallel with the vehicle parked in front of the empty space and maintain at least two (2) feet from this vehicle. (Figure 1)
- (iii) Align the rear bumpers of both vehicles. (Figure 1)
- (iv) Back up slowly until the front of the vehicle is even with the front door of the car beside you. Turn the wheel sharply to the right and back up slowly until the vehicle is at a 45-degree angle, straighten wheels and back up. When the front of your vehicle passes the rear of the car beside you, turn your wheel to the left

sharply, then gradually while backing in. (Figure 2 & 3)

- (v) Straighten the wheels and pull forward. (Figure 4)
- (vi) When parked facing downhill, turn the wheels toward the curb. When parked facing uphill, turn the wheels away from the curb. When there is no curb, turn the wheels away from the street.
- (vii) Use your turn signal when entering traffic from a parking space.

b. Illegal Parking Areas: You may not park in the following areas:

- (i) Highways (unless indicated otherwise);
- (ii) Intersections or pedestrian crosswalks;
- (iii) Upon sidewalks;
- (iv) In front of any driveway;
- (v) Within 15 feet of a fire hydrant or in fire lanes;
- (vi) Underpasses;
- (vii) Bridges;
- (viii) Adjacent to yellow curbs;
- (ix) Beside another parked vehicle.

6. Maximum Speed Limits and Driving at Safe Speeds: Indiana law requires that drivers operate a vehicle at the posted speed limit. As discussed below, there are a number of road conditions that could cause a driver to be more cautious and drive at slower speeds.

a. Maximum Speed Limits:

RURAL INTERSTATE HIGHWAY:	
Passenger Vehicles	.65 mph or as posted
Trucks 26,000+ Pounds	.60 mph or as posted
School Buses	.55 mph or as posted
Urban Interstate Highway	.55 mph or as posted
United States Federal Route (e.g. US 31)	.55 mph or as posted
State Highways (e.g. State Road 37)	.55 mph or as posted
Most residential areas	.30 mph or as posted
County Roads	.50 mph or as posted

Drivers must always be on the lookout for LOWER posted speed limits on highways. County and local roads may have different posted speed limits.

b. Maximum Speed Limits in Special Situations:

- (i) **School Zones:** If you are driving in the vicinity of a school at a time when children are present, be prepared to drive at a lower posted speed for the school zone. Local authorities may establish lower speed limits for school zones when children are present.
- (ii) **Highway Work Zones:** The maximum speed limit in a highway work zone is forty-five (45) miles per hour or a lower posted speed.

(iii) School Buses: When not operating on an interstate, federal or a state highway the maximum speed limit for a school bus is forty (40) miles per hour unless the posted speed limit is lower.

c. Conditions that Should Cause Drivers to Consider Slower Speeds:

Excessive speed, even when conditions are ideal, is dangerous and increases the possibility of an accident. Driving at or in excess of the posted speed limit under the following roadway conditions is even more dangerous:

- ◆ Bad weather and poor visibility;
- ◆ Slick or icy roads;
- ◆ Worn Tires;
- ◆ Unsafe vehicle condition;
- ◆ Impaired physical condition;
- ◆ Overdriving headlights;
- ◆ Hazardous conditions on road surface.

d. Speed and the Ability to Stop a Vehicle: The following chart provides an indication of just how fast a vehicle travels in one second at 35, 55 and 65 miles per hour:

Speed	35mph	55mph	65mph
Feet traveled in 1 second	51.3	80.7	95.3
Lanes of traffic crossed in 1 second	2.6	4.0	4.7
Seconds to travel a football field	5.8	3.7	3.1

e. The Two Second Rule: A good rule for drivers to follow is to stay at least two (2) seconds behind the vehicle ahead. When following a vehicle, watch for the vehicle ahead to pass a fixed object and estimate how much time elapses before your vehicle passes the object. Remember: A vehicle in front of you may stop for any number of reasons at any time; a defensive driver is prepared to respond to the unanticipated actions of other drivers.

7. Safety Belt and Child Safety Restraints: Safety belts and child safety restraints (i.e. car seats) save thousands of lives each year. Indiana law requires that drivers and all front-seat passengers use seat belts at all times when a vehicle is operated.

IMPORTANT: Even if the vehicle you are operating has one or more air bags, use your safety belt. The air bag is designed to work in tandem with the safety belt to slow the car's occupant down in the event of a collision. Failure to use a safety belt could result in injury to the occupant from the air bag.

a. Safety Belts:

- (i) When Required: All front seat occupants of passenger motor vehicles manufactured in 1964 or thereafter are required by law to use safety belts. Operators of buses are also required to use a safety belt. A safety belt or a child restraint system must secure children between four (4) years of age and twelve (12) years of age.
- (ii) Exceptions:
 - (A) Persons who, for medical reasons (and must carry the medical statement from a doctor), should not wear a safety belt;
 - (B) Certain commercial, postal and newspaper carriers who have to make frequent stops to deliver goods and services;
 - (C) BMV Driver Examiners while conducting a drive test.

b. Child Restraint Systems: A person operating a motor vehicle in which there is a child passenger less than four (4) years of age is required by law to properly secure the child in a child restraint system (i.e. child car seat) unless it is reasonably determined that the child cannot fit in a child restraint system (and then the child is required by law to be properly restrained by a safety belt).

CHAPTER D

SAFE VEHICLE OPERATION IN SPECIFIC SITUATIONS: This chapter summarizes the laws for special driving situations and guidelines for safe driving under these situations.

- 1. Night Driving:** Operating a vehicle at night presents a number of potential problems. These problems can be made worse if the driver is not used to operating a vehicle at night or when other adverse conditions exist.
 - a. Visibility:** Pedestrians, road markings, and other vehicles are more difficult to identify and recognize at night than in the daytime. Under nighttime driving conditions, the driver should reduce normal speed, especially on unfamiliar roads. The glare of oncoming headlights may also reduce

effective vision. To avoid the effects of glare, drivers should not look directly into the lights of an approaching vehicle but should focus on the right side of the road.

- b. **Fatigue:** Drivers are more likely to be fatigued while driving at night, and have a higher risk for accidents. Plan ahead to avoid driving late at night, if possible, or at any time when you have not had enough sleep.

Signs of excessive fatigue while driving include trouble focusing your vision, having no memory of the last few minutes of your drive, beginning to drift out of your lane, failing to maintain a constant speed, as well as the more obvious signs such as head nodding and actually feeling as though you are about to fall asleep.

The best thing to do if you are beginning to feel drowsy is to let another person drive or find a safe area to pull over and rest. A driver's efforts to stay awake when excessively fatigued, such as rolling down the windows, turning up the radio, etc., do not work well and may give a false sense of alertness putting all drivers at a greater risk.

- c. **Use of Headlights:** Drivers must use headlights between sunset and sunrise as well as at any other time in which visibility is less than five hundred (500) feet. Lower headlight beams must be used when approaching within 500 feet of an oncoming vehicle or when following within 200 feet of the rear of another vehicle.
- d. **Pedestrian Safety:** Pedestrians walking along a roadway, which does not have a sidewalk, should walk facing the oncoming traffic. When walking along a highway at night or under darkened conditions, pedestrians should wear light colored clothing or carry something that will reflect light.

2. Driving in Certain Weather Conditions:

- a. **Winter Driving:** Driving in wintertime presents a number of possible dangers due to the possibility of ice, snow and extremely cold temperatures.
 - (i) **Driving in Icy Conditions:** Ice on the roadway is a potentially dangerous weather condition that can cause a vehicle to lose traction. If your vehicle begins to lose traction and the rear wheels begin sliding sideways, ease off the gas pedal. If your vehicle has conventional brakes, turn the steering wheel in a controlled manner in the direction the rear of the car is sliding. When traction is regained, straighten the vehicle and proceed

slowly. As in any emergency situation when your vehicle has an anti-lock brake system (ABS), keep your foot on the brake pedal, maintaining firm and continuous pressure while steering normally. The simple rule of thumb with anti-lock brakes (ABS) is to brake hard and steer normally. **DO NOT PUMP THE BRAKES!** A mechanical sound or noise and vibration or increased resistance in the brake pedal indicate that ABS is working. Just hold the brake pedal down and let the anti-lock system work for you. Remember to always give yourself more time to stop on icy roads.

(ii) **Driving in Snow:** Snow, especially when mixed with significant wind, poses a number of problems for the driver. Visibility may be substantially reduced. Watch for drifting snow, particularly in rural areas where only a few inches of snow can cause roads to become impassable. Always watch for icy conditions when there is snowfall on the ground, particularly at intersections. Use your headlights so other drivers can see you.

(iii) **Driving in Extremely Cold Conditions:** Always give your vehicle engine plenty of time to warm up in very cold conditions. If you will be travelling in rural or unpopulated areas take along blankets or other items to remain warm in case your vehicle suffers from engine failure. Drive on a full tank of gas so that if you become stranded you can keep the heater in your vehicle running for as long as possible.

b. **Driving in Rain:** Wet roadway surfaces can be dangerously slick, especially immediately following a rainfall. Due to a phenomenon known as hydroplaning, when driving on wet roads, your vehicle is actually travelling on a thin layer of oil, dirt and water on the road. Give yourself additional time to stop. Use your headlights so other drivers can see you.

c. **Driving in Fog:** Fog can greatly reduce visibility of other vehicles, pedestrians, and traffic signals. Drive cautiously and at reduced speeds. Do not use your high headlight beams; your low headlight beams illuminate the road and objects ahead of you better.

If fog closes in completely, such that visibility is reduced to near zero, carefully pull off the road as far as possible, and stop. Leave your headlights on and make sure you turn on your flashing emergency signals.

3. **Railroad Crossings:** Countless people lose their lives or suffer tragic injuries due to train/vehicle collisions. Invariably, the cause for such collisions is the disregard, and often the willful evasion, of railroad crossing warnings by drivers.
- a. **Who must stop:** All vehicles carrying passengers for hire, all buses carrying passengers, and all vehicles carrying explosives or flammable liquids. Such vehicles must stop not closer than 15 feet or more than 50 feet, from the nearest rail. This requirement does not apply to abandoned railroad tracks.
 - b. **Watch for Railroad Crossing Signs:** Railroad crossing signs signal a driver to slow down, look, listen and be prepared to stop for a train. Crossing signs include the yellow, round railroad crossing sign, pavement markings, the railroad crossbuck sign, and at crossings with significant vehicular traffic, red flashing light signals, and often, crossing gates.
 - c. **Railroad Crossing Stop Signs:** If you approach a railroad crossing at which a stop sign is posted, you must come to a complete stop and proceed over the tracks only after looking both ways to make sure a train is not approaching. Never assume that because there is only a stop sign the track is not used and a train is not coming.
 - d. **Safety Guidelines for Railroad Crossings:**
 - (i) **Obey the Warning Signs:** Due to the size of trains, the actual speed of a train can be very deceiving. **Under no circumstances attempt to race a train to a crossing.** Never drive around a crossing gate that is extended down.
 - (ii) **Avoid Stopping on the Railroad Tracks:** Never begin across the tracks unless you can legally clear the tracks without stopping. If your vehicle stalls on the tracks, all occupants should leave the vehicle immediately. Look to see that no train is approaching the crossing and carefully proceed to have the vehicle removed safely from the tracks.
 - (iii) **Watch for Additional Trains:** Where there is more than one track, a driver waiting for the track to clear must make sure another train is not coming on the other track once the first train has cleared the tracks. Be especially careful that a train is not proceeding in the opposite direction behind the first train where it may be difficult to see.

4. **Stopping for School Buses:** Always stop whenever the red, octagonal stop sign arm extends from the left side of the bus when approaching from either direction. Please note: You need not stop if you and the school bus are going in opposite directions on a road that has more than two lanes and is separated by a median strip not made for vehicle travel. All school buses are required to stop at all railroad crossings.
- a. **School Bus Vehicle Requirements:** School buses that transport children to or from school must meet the following requirements:
- (i) Be painted chrome-yellow and display the words **School Bus** on the front and rear of the vehicle in black letters, at least 8 inches high;
 - (ii) Display two amber lights in front and rear, to warn motorists that the bus is slowing down to stop for the purpose of loading or discharging pupils, and two red lights in front and rear to indicate that the bus is stopped to load or discharge pupils;
 - (iii) Be equipped with amber turn signals;
 - (iv) Be equipped with a stop arm which extends at least 18 inches from the side of the bus body and with a red octagonal stop sign with white letters to be extended while the bus is stopped on the roadway for the purpose of loading or discharging school children.
- b. **Unloading Passengers:** A school bus driver must load and unload school children as close as practical to the right hand curb or edge of the roadway.
- c. **Maximum Speed Limits:** The speed limit for school buses is 40 miles an hour on county or township roads and 55 miles an hour on U.S. and State highways.
- d. **Use for Non-School Functions:** School authorities may give permission, in writing, for a school bus to be used in transporting children for certain non-school functions as prescribed by law.
- e. **Special Purpose Buses:** A special purpose bus will be registered by public school corporations and private schools for transportation of school children to extracurricular events. This vehicle is not to be used as a school bus. If a van, station wagon, or bus is transporting six (6) or more persons for extracurricular events, it must have a body change to Special Purpose and must be inspected by the Indiana State Police.

5. Lighting and Lamp Requirements for Projecting Loads:

a. **Clearance Lamps:** Any motor vehicle transporting a load that extends more than four (4) inches beyond the width of the motor vehicle, or having projections beyond the rear of the vehicle, shall be equipped with the following lamps:

- (i) Loads projecting more than four (4) inches beyond the side of the motor vehicle:
 - (A) The foremost edge of the projecting load at its extremity shall be marked with an amber lamp visible from both front and both sides.
 - (B) The rearmost edge of the projecting load at its outermost extremity shall be marked with a red lamp visible from the rear and side.
 - (C) If any portion of the projecting load extends beyond both the foremost and rearmost edge, it shall be marked with an amber lamp visible from the front, both sides and the rear.
 - (D) If the projecting load does not measure more than three (3) feet from front to rear, it shall be marked with an amber lamp visible from the front, both sides and rear. However, if the projection is located at or near the rear it shall be marked by a red lamp visible from front, side and rear.
- (ii) Projections beyond the rear of a motor vehicle:

Motor vehicles transporting loads which extend more than four (4) feet beyond the rear of the motor vehicle, or which have tailboards or tail-gates extending more than four (4) feet beyond the body, shall have projections marked as follows:

 - (A) On each side of the projecting load, one red lamp, visible from the side, located so to indicate maximum overhang.
 - (B) On the rear of the projecting load, two red lamps, visible from the rear, one at each side; and two red reflectors visible from the rear, one at each side, located to indicate maximum width.

b. **Vehicular Hazard Warning Flashing Lamps:** Every bus, truck and truck tractor shall be equipped with a signaling system. In addition to signaling turning movements, they shall have a switch or combination of switches that will cause the two front turn signals and the two rear signals to flash simultaneously as a vehicular traffic signal warning. The signal shall be capable of flashing simultaneously with the ignition of the vehicle on or off.

- c. **Emergency equipment on all power units:** Except for a lightweight vehicle, every bus, truck, tractor trailer, and every driven vehicle in a tow operation must be equipped as follows:
- (i) A fire extinguisher: Properly filled and located so that it is readily accessible for use. It must be securely mounted on the vehicle, and must be designed and maintained to permit visual determination of whether it is fully charged.
 - (A) A power unit that is used to transport hazardous materials must be equipped with a fire extinguisher having an Underwriters' Laboratories rating of 10 B: C or more.
 - (B) A power unit that is not used to transport hazardous materials must be equipped with either:
 - (1) A fire extinguisher having an Underwriters' Laboratories rating of 5 B: C or more; or
 - (2) Two fire extinguishers, each of which has an Underwriters' Laboratories rating of 4 B: C or more.
 - (ii) Spare fuses: At least one spare fuse or other overload protective device if the devices used are not of a reset type, for each kind and size used.
 - (iii) Warning devices for stopped vehicles: If you are driving a truck, bus or tractor trailer and your vehicle is disabled on a traveled roadway or its shoulder, you must display one of the following combinations of warning devices, upon stopping:
 - (A) 3 bi-directional emergency reflective triangles that conform to the requirements of Federal Motor Vehicle Safety Standard No. 125; or
 - (B) At least 6 fuses or 3 liquid-burning flares displayed as follows:
 - (1) On the traffic side of the vehicle, in the direction of the nearest approaching traffic, place a lighted flare/fuse, lighted red electric lantern, or portable red emergency reflector.
 - (2) As quickly as possible, place the emergency devices in the following order:
 - (a) One device approximately 100 feet from the disabled vehicle toward approaching traffic (200 feet on divided highway, and at least 500 feet if stalled within 500 feet of a curve, hillcrest, or other area where a driver's view of your vehicle may be blocked).
 - (b) One device approximately 100 feet from the disabled vehicle in the opposite direction (200 feet on divided highways, and

at least 500 feet if stalled within 500 feet of a curve, hillcrest, or other area where a driver's view of your vehicle may be blocked). Place each device in the center of the traffic lane occupied by the disabled vehicle and one at the traffic side of the vehicle.

NOTE: Liquid-burning flares, fuses, oil lanterns, or any signal produced by a flame shall not be carried on any commercial motor vehicle transporting Division 1.1, 1.2, 1.3 (explosives) hazardous materials, any cargo tank motor vehicle used for the transporting of Division 2.1 (flammable gas) or Class 3 (flammable liquid) hazardous materials whether loaded or empty; or any commercial motor vehicle using compressed gas as a motor fuel.

During daylight hours, use bi-directional emergency reflective triangles, or red flags in place of flares, reflectors, or electric lanterns. Under these conditions, no flare is required on the traffic side of the disabled vehicle.

6. Emergency Vehicles:

- a. Emergency vehicles such as ambulances, police vehicles, fire vehicles, and emergency rescue vehicles, are permitted to display a red flashing light. Drivers must yield the right-of-way to that vehicle. Drivers must always listen for sirens on these vehicles and yield the right-of-way. The siren is usually heard before the emergency vehicle is in view. To yield the right-of-way, all traffic, in either direction, must slow down, pull to the right of the road, and stop until the emergency vehicle passes.
- b. When an emergency vehicle is stationary and is displaying its flashing lights, a driver must slow down and move into a lane, which is not adjacent to the emergency vehicle, if it is possible to do so safely. If it is not possible to do so safely, then a driver must then reduce the speed of the vehicle and proceed with caution.
- c. **Volunteer Firefighter Vehicles:** Privately owned vehicles, which display a flashing blue light, are used by volunteer firefighters responding to an alarm. The driver should yield the right-of-way to these vehicles.
- d. **Emergency Medical Vehicles:** A flashing green light on a privately owned vehicle is used by a certified emergency medical technician responding to an emergency. A driver must yield the right-of-way to these vehicles.

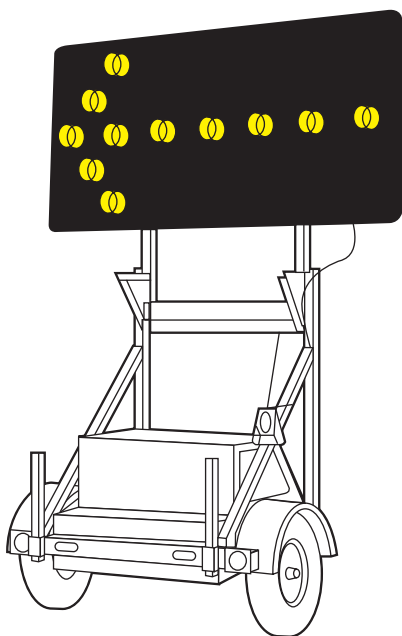
7. **Highway Construction and Maintenance Areas:** These areas pose dangers both for drivers and for the workers who are trying to do their job. Be respectful of these dangers and exercise caution whenever traveling in a highway work zone.

a. **Worksite Speed Limits:** The highest legal posted speed limit in a highway work zone is forty-five (45) miles per hour, and may be posted lower than that. The following diagrams illustrate common worksite speed limit signs:



while the sign on the left establishes a special maximum speed limit when workers are present. Obey these lower speed limits at all times. Under Indiana law, speeding tickets in highway work zones are subject to higher fines than other speeding tickets.

b. **Flashing Arrow Boards:** The flashing arrow board illustrated below helps to divert traffic to a specific lane(s) when one or more lane(s) are under construction. Carefully move to the lane indicated by the flashing arrow



board well in advance. Be careful not to move into a lane of oncoming traffic. Flashing arrow boards are often used to indicate a detour or "crossover." In these cases, lane markings on the road, traffic cones, barrels or barricades will outline the path a vehicle is supposed to follow. A flashing arrow board not indicating a direction either way is a signal to use caution but does not require a driver to move to another lane.

c. **Manual Traffic Control at Worksites:** At some work sites, one or more flaggers may be posted at each end of the work zone to control traffic flow when one or more lanes is closed to traffic. If you are approaching a flagger, reduce your speed immediately and be prepared to follow the directions indicated in the diagram below. Drivers must stop when a flagman extends a red flag in a horizontal position into the line of traffic. Drivers may proceed at a reduced speed, only when directed by the flagman. If a flagman uses a signal paddle, the driver shall likewise stop or proceed slowly according to the “STOP” or “SLOW” message displayed on the sign.

USE OF HAND SIGNALING DEVICES BY FLAGGER

Preferred Method

Paddle



To Stop Traffic

Emergency Use Only

Flag



Traffic Proceed



To Alert and Slow Traffic



8. Traffic Control Officers and Official Processions:

a. **Traffic Control Officers:** Because of special events, traffic congestion or other reasons, a law enforcement officer may direct traffic at specific intersections or in other situations. Always obey the command of a traffic control officer. A police officer's command may be different from a traffic signal or

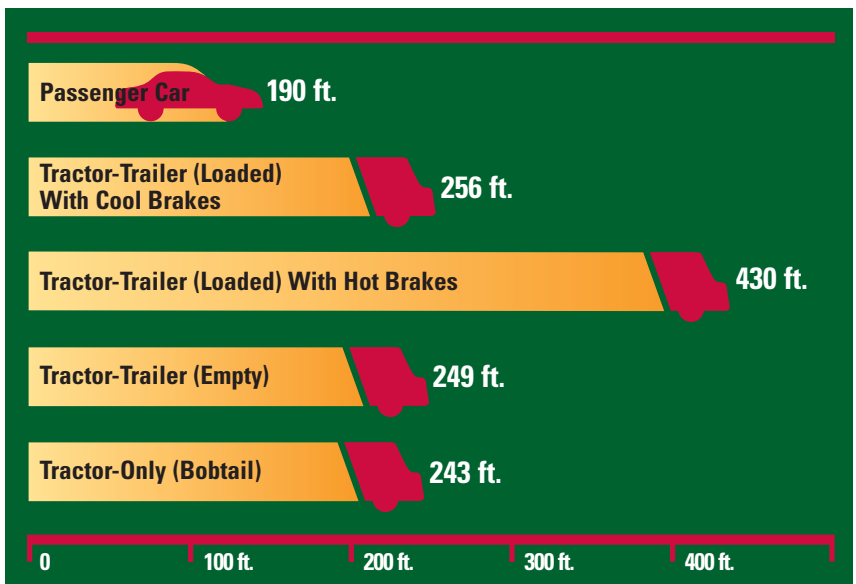
sign. In such a case, the traffic officer's command is the one that must be obeyed.

- b. **Official Processions:** Official processions, such as a funeral procession, have the right of way regardless of a traffic signal that indicates otherwise.

9. Sharing the Road with Trucks:

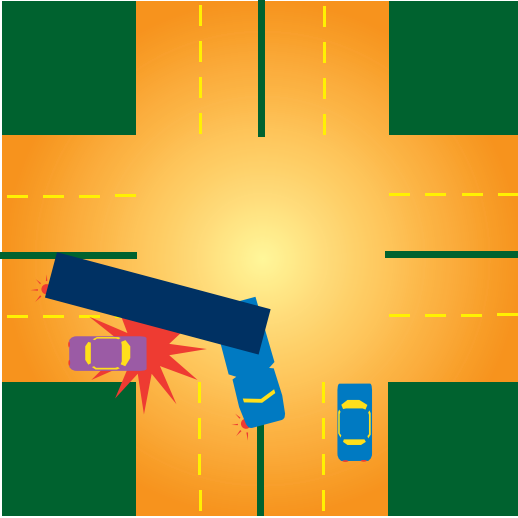
- a. Most drivers do not understand how to share the road safely with large trucks. To reduce the chance of an accident with a large truck, motorists must be familiar with a truck's physical capabilities with respect to braking, turning, truck driver blind spots, and maneuverability. According to the National Highway and Traffic Safety Administration (NHTSA), 1 out of 8 traffic fatalities result from a collision involving a large truck.
- b. **Braking:** Trucks take longer to stop than a car traveling at the same speed. The average passenger car traveling at 55 mph can stop in about 130-140 feet (often taking 190 feet), almost half the length of a football field. A fully loaded tractor-trailer may take more than 400 feet to come to a complete stop, or more than the length of a football field.

AVERAGE TOTAL STOPPING DISTANCE AT 55 MPH*



*Distance based on a study of average braking distances by the Insurance Institute for Highway Safety + reaction distance recommended by the National Safety Council.

- c. **Turning:** With any turning vehicle, the rear wheels follow a shorter path than the front wheels. The longer the vehicle, the greater the difference.



That is why drivers of tractor-trailers often swing out to the left as the first step in making a tight turn. When following a tractor-trailer, watch its turn signals before trying to pass, especially to the right. If it appears to be moving to the left, wait a moment to check and see which way the driver is signaling and watch for a right turn.

- d. **Blind Spots:** Trucks have much more severe blind spots than passenger cars. Many motorists falsely assume that a trucker can see the road better because he or she sits twice as high as the driver of a car does. While truckers do enjoy a better forward view and have bigger mirrors, they still have serious blind spots into which a car can completely disappear from view, up to twenty (20) feet in front of the cab, on either side of the tractor-trailer, particularly alongside the cab, and up to 200 feet in the rear. Motorists lingering in the blind spots on the sides and in the rear hamper a trucker's ability to take evasive action to avoid a dangerous situation, increasing the possibility of an accident. Always keep in mind that if you cannot see the truck driver in his side mirror, he cannot see you.



Represents danger areas around trucks where crashes are more likely to occur.

- e. **Maneuverability:** Trucks are designed to carry products long distances; they are not designed to be as maneuverable as cars. Trucks have longer stopping and accelerating distances, a wider turning radius, and weigh more. On multi-lane highways tractor-trailers stay in the center lane to help the flow of local traffic on and off the highway. Staying in the middle lane also increases the truck driver's options if he or she has to switch lanes in order to avoid a dangerous situation or an accident.

The following is a list of some of the most common mistakes motorists must avoid when driving around trucks:

- (i) Cutting off a truck in traffic or on the highway to reach an exit or turn. Cutting into the open space in front of a truck removes the truck driver's cushion of safety. Trying to beat a truck to a single-lane construction zone represents a particularly dangerous situation. Take a moment to slow down and exit behind a truck; it will only take you a few extra seconds.
 - (ii) Don't linger alongside a truck when passing. Always pass a tractor-trailer completely and always on the left side. If you linger when passing the truck, your position makes it impossible for the trucker to take evasive action if an obstacle appears in the road ahead.
 - (iii) Following too close or tailgating. When following behind a truck, if you cannot see the truck driver's rearview mirrors, there is no way the truck driver can see you. Tailgating a truck or a car is dangerous because you take away your own cushion of safety if the vehicle in front of you stops short. In addition, if the vehicle you are following hits something in the road you will have no time to react before it hits the front of your car.
 - (iv) Never underestimate the size and speed of an approaching tractor-trailer. Because of its large size, a tractor-trailer often appears to be traveling at a slower speed than it is. A substantial number of car-truck collisions take place at intersections because the driver of the car does not realize how close the truck is or how quickly it is approaching.
- f. **Following too Closely:** A truck or tractor-trailer combination may not follow another tractor or tractor-trailer combination closer than 30 feet, except when overtaking and passing, or when traveling on a non-interstate roadway within a business or residence district.

g. General Size Limitations For Commercial Vehicles Without Special Permit:

Maximum Width	.8 feet, 6 inches
Maximum Height of Any Vehicle	.13 feet, 6 inches
Maximum Length of Any Single Vehicle	.36 feet
Maximum Length	
(2-vehicle combination)	.60 feet
(3-vehicle combination)	.65 feet
Maximum Length of Semi-Trailer Combination	.28 feet, 6 inches
Maximum Length of Any Unit of	
Tractor-Trailer Semi-Trailer Combination	.28 feet, 6 inches
Maximum Distance Allowed Between	
Coupled or Towed Vehicle	.15 feet

h. Maximum Weight Limitations: You may not move any vehicle or combination with a gross weight over 80,000 pounds on any highway without a special permit. Vehicle weight must be distributed within the following limits:

Maximum single axle weight	.20,000 lbs.
Maximum wheel weight	.800 lbs. per inch width of tire rim
Maximum tandem axle weight	.17,000 lbs. per axle

The Federal bridge formula may restrict gross weight on shorter wheel based vehicles. Overweight trucks may be impounded by law enforcement.

- (i) Special Permits: Before moving loads on public highways that exceed the size and weight limits described above, you must secure a special permit from the Indiana Department of Revenue for state-maintained routes, and from local authorities for routes that are not maintained by the state.
- (ii) Local Limitations: It is illegal to operate on any road, bridge, or structure, any vehicle that has a gross weight greater than that posted by the local road authority having jurisdiction in that area. This includes locally established “frost” laws.

- i. **Required Lighting Equipment:** Every truck and bus must have 2 head lights, 1 rear white license plate light, 2 red tail lights, and at least 1 red stop light. To show vehicle width at night, every truck or bus that is 80 inches wide or wider must have 4 clearance lights: 1 amber light at each side of the front, and 1 red light at each side of the rear.

10. Sharing the Road with Motorcycles, Bicycles and other Two-Wheeled Vehicles: Drivers must routinely share the roadway with two-wheeled vehicles such as motorcycles and bicycles. Motorcycles and bicycles are entitled to the same right-of-way and are required to observe the same traffic laws as operators of automobiles. Operators of these types of vehicles count on motorists to drive with care in their proximity.

- a. **Watching for Two-Wheeled Vehicles:** Two-wheeled vehicles are much smaller and more difficult to spot than most other vehicles on the road. It is extremely important that the automobile driver be alert and on the look-out for two-wheeled vehicles.
- b. **Maintaining a Safe Distance:** The automobile driver should also maintain a safe following distance in sharing the road with two-wheeled vehicles. A motorist following a two-wheeled vehicle should increase the normal space between vehicles. Two-wheeled vehicles usually have significantly shorter stopping distances than heavier cars or buses. The safe and wise driver of four-wheeled vehicles will adjust for this and allow more room for the two-wheeled vehicle ahead.
- c. **Two-Wheeled Vehicles at Night:** Because of their poor nighttime visibility, two-wheeled vehicles present special problems to drivers of four-wheeled vehicles. In some cases bicycles will not have proper reflectors or lights and will be almost invisible at night. Drivers of all vehicles should be on the look-out for bicycles at night, especially around schools, playgrounds and parks. Motorcycle drivers and bicycle riders should do everything they can to make themselves more easily seen. Wear light colored clothing, preferably with reflectorized material attached, and make sure that vehicle reflectors are clean and visible.

11. Safe Driving on Interstate Highways: Though designed for safety, interstate highways pose specific risks for drivers that do not follow the rules of the road and safe driving techniques.

- a. **Speed:** Excessive speed greatly increases the possibility of an accident. A driver has much less time to react to unexpected actions of other drivers or other potential roadway hazards.
 - b. **Alertness:** Because a driver has less time to react, driver alertness is very important to anticipate problems well before a driver comes upon other drivers. Also, watch for signs of fatigue that tell the driver that he or she should let someone else drive or that he or she should get off the highway at an exit to rest.
 - c. **Planning Ahead:** Consult maps or get directions to the destination in which you are going prior to departing. A driver who is trying to read every exit sign to attempt to determine where to get off of the highway cannot devote sufficient attention to traffic conditions.
 - d. **Special Interstate Traffic Prohibitions:**
 - (i) **Backing Up:** It is illegal to back up on an interstate highway to reach a missed exit. If you miss an exit, simply drive to the next exit.
 - (ii) **U-Turns:** It is illegal for any vehicle, other than an emergency vehicle or a highway maintenance vehicle, to make a U-turn by crossing the median of an interstate highway.
 - (iii) **Stopping on Shoulder:** Except in the event of an emergency or a disabled vehicle, do not stop or park a vehicle on the shoulder of an interstate highway.
12. **Car Phone Safety:** Using a car phone while operating a vehicle affects your ability to concentrate and can be a driving hazard. Successful defensive driving depends upon concentrating on the road. Follow these safety guidelines:
- (i) Always assess traffic conditions before you place a call;
 - (ii) When possible, place your call while your vehicle is stopped;
 - (iii) Use your memory dial to minimize dialing time;
 - (iv) Always be prepared to give driving your full attention, even if it means ending a call; and
 - (v) Consider obtaining a speaker phone option to free both hands while driving.

CHAPTER E

MAJOR CAUSES OF TRAFFIC ACCIDENTS, INJURIES AND FATALITIES:

At least 70% of accidents leading to property damage, injuries and death on roadways is a result of human error, which can be avoided by using defensive driving techniques. Accidents are caused both by driver inattention and failure to observe the rules of the road. Always remember: getting behind the wheel of an automobile means that you are taking responsibility to operate a potentially dangerous piece of machinery safely.

The likelihood of an accident increases if the driver is under the influence of alcohol or drugs. Avoid driving if you are under the influence of alcohol or drugs. This includes prescription medication or over-the-counter medication that can cause drowsiness or other side effects. Consult the labeling on any medication or discuss its side effects with your doctor before driving.

CHAPTER F

WHAT TO DO IF YOU ARE INVOLVED IN AN ACCIDENT: If you are involved in an accident, the following rules should always be followed:

1. **Always Stop After an Accident:** If you are involved in an accident, you must stop to provide information to the others involved in the accident and to any law enforcement officer. It is a crime to leave the scene of an accident and can result in the suspension of your driver license. If you are involved in an accident follow these rules:
 - a. **Alert other Drivers that An Accident Has Occurred:** Turn on your emergency signals, or use other means to let people know that there has been an accident.
 - b. **Contact the Police:** If there is any significant damage to any vehicle, contact the police. If there are any injuries to any person(s), make sure that the police are notified when contacted.
 - c. **Injuries:** If there are any injuries do not move the person(s) unless it is absolutely necessary; keep the person(s) lying down, quiet and warm.
 - d. **Exchange Information:** If there are no injuries, exchange information such as your name, address, license plate and drivers license number and insurance information.

- e. **Single Vehicle Accidents:** If you damage another vehicle or other property and the owner is not around, leave your name, address and telephone number on a note where the owner will be assured to see it. If the damaged property is in a location where a note would most likely not be found (such as public property including highway traffic signs, information signs, etc.), the driver must notify the sheriff in the county where the damaged property is located or a member of the Indiana State Police with the above mentioned information.
2. **Complete a Written Report of the Accident:** A written report of the accident must be sent to the Indiana State Police within ten (10) days of an accident that results in death, injury, or more than \$750 damage to property. This report is confidential; it cannot be used as evidence in a trial. A person who fails to report an accident may have his or her license suspended and may be subject to a fine. A crash report form can be obtained from any police officer.
3. **Furnish Proof of Financial Responsibility:** After an accident, you must furnish proof to the Bureau of Motor Vehicles when required that, on the date of the accident, you had financial responsibility (i.e. an automobile liability insurance policy) in effect.

DRIVER LICENSE SUSPENSION, REVOCATION AND INVALIDATION

A licensed driver can lose his or her driving privileges for violating traffic regulations and other laws of this state. This article summarizes the ways in which driving privileges can be lost. **DRIVING A MOTOR VEHICLE IN THE STATE OF INDIANA IS A PRIVILEGE AND NOT A RIGHT!**

CHAPTER A

MANDATORY COURT-ORDERED SUSPENSIONS: Indiana law gives courts the authority to order the Bureau of Motor Vehicles to suspend a person's driver license when he or she is found to have committed certain traffic violations. In most of these instances a minimum suspension period is required. A driver license gives you the privilege to operate a vehicle in a legal manner; it can be taken away if you do not abide by Indiana traffic laws.

1. **License Suspension for Operating a Vehicle While Intoxicated:** A person who operates a vehicle in this state agrees to submit to a chemical test (commonly known as a Breathalyzer test) to determine the amount of alcohol in the person's bloodstream. Driving while intoxicated or with a blood-alcohol content ("BAC") in excess of the legal limit is a criminal offense and will have an immediate and significant effect on your privilege to operate a motor vehicle. A sobering fact about alcohol: It is not what you drink. It's how much. A 12-ounce can of beer, a 5-ounce glass of wine and a cocktail with 1.5 ounces of 80 proof distilled spirits all contain the same amount of alcohol.
 - a. **Refusal to Submit to Breath Test:** A person who refuses to submit to a breath test conducted by a law enforcement officer will have his or her license immediately confiscated and will face a license suspension of up to one (1) year.
 - b. **Failure of Breath Test:** If a person submits to the breath test, that person's driving privileges may be suspended for a period of up to 180 days upon receipt by the BMV of an affidavit from the law enforcement officer submitted to the court containing the results of the failed test.

c. Post-Conviction Suspensions: The suspensions discussed in subsections a. and b. above are pre-conviction license suspensions. When a person is convicted of operating a motor vehicle while intoxicated or with a BAC of 0.10% or more the court is required to suspend the driver license for at least ninety (90) days or up to two (2) years. The suspension periods are longer for repeat offenders. Even if a person is a first-time offender and the local courts defer the conviction the ninety (90) day suspension is mandatory.

- (i) The court may, if the person is not a repeat offender and is otherwise eligible, stay the execution of the post-conviction suspension and issue an order for a probationary license giving limited driving privileges. A person must be suspended for at least thirty (30) days, before the probationary driving privileges can go into effect. The court may require the installation of an ignition interlock device, which mechanically tests the driver's BAC before his or her car can be started, as a condition of the probationary license.
- (ii) If the driver license is suspended upon conviction of a major offense, in order to be reinstated, the driver must submit proof to the BMV of high-risk insurance (SR-22 filing), from an insurance agent. This filing provides that the driver has in effect an auto liability policy that cannot be cancelled without prior notice.

NOTE: Financial Responsibility (SR-22) insurance is mandatory for three (3) years after the conviction date. If the BMV receives a cancellation notice or does not have a current SR-22 on file at any time during the three (3) year period after reinstatement, the person's driving privileges will become suspended again.

- 2. **Driving While Suspended:** If you are convicted of driving while suspended, the violation carries a mandatory minimum suspension of ninety (90) days and not more than two (2) years, which runs consecutively with any current suspensions.
- 3. **Miscellaneous Criminal Acts in an Automobile:** In addition to the suspensions noted above, Indiana law mandates minimum license suspension periods for acts such as criminal recklessness and criminal mischief in an automobile as well as more serious offenses such as involuntary manslaughter and reckless homicide.

4. **Court-Ordered Suspensions:** In addition to license suspensions mandated under Indiana law, judges have the authority to suspend a driver for a period of up to one (1) year upon conviction for a moving offense.
5. **Suspension for Juvenile Offenses of Operating While Intoxicated:** Upon the issuance of a citation for an offense in violation of the operating- while-intoxicated laws for the State of Indiana (IC 9-30-5), the juvenile court shall recommend the suspension of the driving privilege of the child alleged to have committed the offense.

Upon the determination by juvenile court that a child is a delinquent child due to the commission of a delinquent act in violation of the operating- while-intoxicated laws for the State of Indiana (IC 9-30-5), the juvenile court shall recommend the suspension of the driving privileges of the delinquent child.

6. **Emergency Vehicle, Stationary Recovery Vehicle, and Stationary Highway Maintenance Vehicle:** Upon the immediate approach of an authorized emergency vehicle, **giving an audible signal by siren or displaying alternately flashing red, red and white, or red and blue lights, a driver must do the following unless otherwise directed by a law enforcement officer:**
 - a. Yield the right of way
 - b. Immediately drive to a position parallel to and as close as possible to the right-hand edge or curb of the highway clear of any intersection.
 - c. Stop and remain in the position until the authorized emergency vehicle has passed.

Upon approaching a stationary authorized emergency vehicle, a stationary recovery vehicle or a stationary highway maintenance vehicle, when the vehicle is giving a signal displaying alternately flashing lights, a person who drives an approaching vehicle shall:

- a. Proceed with due caution, yield the right-of-way by making a lane change into a lane not adjacent to that of the stationary vehicle, if possible, with due regard to safety and traffic conditions; if on a highway, at least four (4) lanes with no less than two (2) lanes proceeding in the same direction as the approaching vehicle; or

- b. Proceed with due caution, reduce the speed of the vehicle, maintaining a safe speed for road conditions, if changing lanes would be impossible or unsafe.

Upon receiving a record of judgement entered against a person for failure to adhere to the provisions set forth above, the bureau shall suspend the person's driving privileges for a mandatory period in accordance with the recommendation of the court that entered the judgement.

CHAPTER B

FAILURE TO APPEAR OR TO PAY FOR TRAFFIC OFFENSES: Failing to respond to the issuance of a citation by a law enforcement officer for speeding or other offenses or not paying for tickets after a judgement has been entered will lead to the suspension of your driving privileges. Upon receipt of a certification from a court that a person has not appeared or paid for a traffic offense, the BMV is required to suspend that person's driving privileges. The suspension is indefinite and ends only when the person has either appeared or paid for the offense, and provides proof of disposition to the Bureau of Motor Vehicles.

CHAPTER C

HABITUAL TRAFFIC VIOLATORS:

1. **Summary:** Indiana's Habitual Traffic Violator law provides serious penalties for persons who have committed repeat traffic offenses over a ten (10) year period. The Bureau of Motor Vehicles will use the criteria listed below to determine if a driver qualifies as a Habitual Traffic Violator.
2. **Qualifying as a Habitual Traffic Violator:** A habitual traffic violator is any person who, within a ten-year period collects convictions of the number and type outlined below:
 - a. **Two Serious Offenses Resulting in Injury or Death (Ten-Year Suspension), including:**
 - (i) reckless homicide;
 - (ii) voluntary or involuntary manslaughter resulting from the operation of a motor vehicle;
 - (iii) a driver involved in an accident that results in death or injury who fails to stop at the scene of the accident;

- (iv) operating a motor vehicle while intoxicated resulting in death; and
- (v) operating a motor vehicle with a BAC of 0.10% or more resulting in death.

b. Three Major Offenses (Ten-Year suspension), Including:

- (i) driving while intoxicated or with a BAC of 0.10% or more;
- (ii) driving while suspended, when the suspension was the result of a criminal act involving a motor vehicle;
- (iii) operating a motor vehicle without ever having obtained a license to do so;
- (iv) reckless driving;
- (v) criminal recklessness involving a motor vehicle;
- (vi) drag racing or engaging in a speed contest;
- (vii) leaving the scene of an accident or failing to make an accident report;
- (viii) any felony under the Indiana motor vehicle statutes or any felony in the commission of which a motor vehicle is used; and
- (ix) any of the offenses listed above in subsection a.

c. Ten Moving Violations, one (1) of which is a Serious or Major Offense listed in subsection a. or b.: The Bureau of Motor Vehicles will suspend a person's driver license for five (5) years if that person accumulates ten (10) moving violations in a ten-year period, one of which is a serious offense listed in subsection a., or a major violation listed in subsection b. For example, a person with nine (9) speeding tickets and one reckless driving conviction in a ten-year period will be subject to a (5) year suspension as a habitual traffic violator.

3. Operating a Vehicle while Suspended as a Habitual Traffic Violator:

Operating a vehicle while suspended as a habitual traffic violator is a **FELONY**, the most serious type of criminal offense. Indiana law requires that, upon receiving a conviction for operating a vehicle while suspended as a habitual traffic violator, the BMV must suspend the person's driving privileges for life or as ordered by the court.

FAILURE TO MEET AUTOMOBILE LIABILITY INSURANCE REQUIREMENTS:

Driving without an automobile liability insurance policy in effect on the vehicle you are operating is against the law. Thousands of Indiana residents suffer injuries or damages yearly caused by persons without insurance coverage on their vehicles. All of us pay more for insurance to cover the risk of being injured or suffering damage caused by an uninsured motorist. To attempt to deter uninsured motorists, Indiana law provides the following sanctions for operating a vehicle without insurance.

1. A person who is found to have operated a vehicle without an automobile liability insurance policy in effect is subject to a ninety (90) day driver license suspension or a one (1) year suspension if it is a repeat violation in a three (3) year period. In order to obtain a reinstatement of the license, the person must pay a reinstatement fee of \$150, \$225, or \$300 depending on whether it is a first, second, third or subsequent offense, and prove that an automobile liability policy has been purchased and is in effect.
2. **When Proof of Insurance Coverage Must be Provided:** Operating a vehicle without insurance coverage is a Class A infraction. In addition, a person appearing in court on a traffic violation may be requested to prove he or she had insurance coverage on the date of the offense. This occurs in two types of instances:
 - a. **After an Accident:** All accident information sent to the State Police is sent to the Bureau of Motor Vehicles. If the insurance information is not provided by the insurance company to state police, a request for proof of financial responsibility (i.e. automobile liability insurance) in the form of a “certificate of compliance” will be sent to the person’s address as shown on his or her official driving record. The person then must arrange for his or her insurance company agent to fill in the information on the certificate and return the certificate to the Bureau of Motor Vehicles within forty (40) days. Failure to return the certificate will result in the license suspension described in Section 1.

- b. **After Certain Moving Violations:** When the Bureau of Motor Vehicles receives a report from a court of a judgment or conviction for any moving violation for which points are assessed by the Bureau of Motor Vehicles a certificate of compliance form is sent to the driver at the address shown on his or her official driving record in the following instances:
- (i) When the Bureau of Motor Vehicles receives notification of a moving traffic violation and points are assessed, and the driver has at least two (2) other moving traffic violations on which points were assessed within a twelve-month period;
 - (ii) When the moving violation is a felony or a misdemeanor; or
 - (iii) When the driver has been previously suspended for failure to carry insurance. The driver has the same forty (40) day period to have the information completed and sent back to the Bureau of Motor Vehicles to avoid suspension described in Section 1.

3. **VERY IMPORTANT:** Keep Your Address Current with the Bureau of Motor Vehicles: The Bureau of Motor Vehicles sends requests for proof of insurance to thousands of drivers each year. **You are required by law to notify the Bureau of Motor Vehicles if you move and change your address.** More importantly, it just makes good sense so that any official notice sent by the Bureau of Motor Vehicles reaches you. You can avoid needless license suspensions. You may inform the BMV of a change in your mailing address in writing and forward that information to:

Bureau of Motor Vehicles
Driver Services Division
Room 405, Indiana Government Center North
100 North Senate Avenue
Indianapolis, Indiana 46201,

or you may apply for an amendment to your driver license to update your address.

CHAPTER E

LICENSE INVALIDATION FOR DROPPING OUT OF SCHOOL OR FOR RECEIVING A SUSPENSION OR EXPULSION FROM SCHOOL: Indiana law requires school principals to notify the Bureau of Motor Vehicles to invalidate the driver license of a person less than eighteen (18) years of age who:

- (1) is under an expulsion, exclusion or second suspension from school;
- (2) has withdrawn from school (unless due to financial hardship); or
- (3) has been determined to be a habitual truant.

The license shall remain invalid for expulsions, exclusions and suspensions for at least 120 days, or, in the event of a habitual truancy or withdrawal from school, until the individual turns eighteen (18) or the student has re-enrolled in school and is in good standing.

CHAPTER F

ACCUMULATION OF TRAFFIC OFFENSES (EXCESSIVE "POINTS" ON THE DRIVING RECORD):

1. **The Bureau of Motor Vehicles Driver Improvement Program:** The Bureau of Motor Vehicles administers a driver improvement program that identifies individuals who accumulate a number of moving violations in a short period of time. The Bureau of Motor Vehicles has rules to assess a point value for each conviction of a moving violation under Indiana law. The point value relates to the seriousness of the offense in posing a risk to traffic safety. Point values for offenses range from two (2) to eight (8) points depending on the violation. For example, a speeding offense less than 15 miles an hour over the posted limit is a two (2) point violation, while a conviction for operating while intoxicated is an eight (8) point violation. Points stay active on your driving record, for two (2) years from the conviction date of the citation.
2. **The Administrative Hearing:** Drivers who collect seventeen (17) or more active points during a two (2) year period will be notified and required to attend an administrative hearing. At the hearing, the presiding officer will make a determination whether to place the driver on probation; suspend the person's driving privileges for a period of not less than thirty (30) days up to the maximum one (1) year; or impose additional requirements beyond the order of probation or suspension such as requiring attendance at a driving improvement program.
3. **Failure to Appear for Administrative Hearing:** If you fail to appear for the administrative hearing at the time and place designated, the hearing will be held in your absence, and a recommendation will be made by the administrative hearing officer.

CHAPTER G

FAILURE TO ATTEND A MANDATORY DRIVER AWARENESS COURSE:

The driving privileges of a person who is ordered by a court to attend a Bureau of Motor Vehicle's approved driver awareness course or who is required, to attend the course because of committing, within a 12-month period, two (2) or more traffic offenses which result in convictions, will be suspended if the individual does not complete the class in the time required by the Bureau of Motor Vehicles. Failure to complete the course or pay the course fee will result in invalidation of the person's driver license.

Notification of the driver awareness course requirement is made through the mail. If you move, you must notify the Bureau of Motor Vehicles so that a notification can reach you and to avoid license invalidation or suspension.

CHAPTER H

WRITING A BAD CHECK TO THE BUREAU OF MOTOR VEHICLES: As provided for in Indiana law, the Bureau of Motor Vehicles will suspend indefinitely the driver license of a person who writes a check to pay the fee for a driver license transaction that is not honored by the issuer's bank. To obtain reinstatement of the license the person will have to pay the amount of the check plus a \$20 administrative fee and a 5% check deception charge.

CHAPTER I

LICENSE SUSPENSION FOR OPERATING A WATERCRAFT WHILE INTOXICATED OR OTHER WATERCRAFT OFFENSES: Operating a watercraft while intoxicated is no less dangerous and illegal than operating a motor vehicle while intoxicated. Upon a conviction for operating a watercraft while intoxicated, a person's driver license will be suspended for the same minimum and maximum periods that are provided for operating a vehicle while intoxicated. This conviction will be forwarded to the Bureau of Motor Vehicles for the suspension to go into effect and the conviction will become a part of the person's driving record. Other crimes related to the operation of a watercraft, such as reckless operation endangering the safety of others and operating a watercraft when a person's driving privileges have been suspended, will also be forwarded to the Bureau of Motor Vehicles.

CHAPTER J

LICENSE SUSPENSION FOR FAILURE TO PAY CHILD SUPPORT: Non-custodial parents, unwilling to make required child support payments, may now be subject to suspension of their driver license. A non-paying parent's license can be suspended in two ways:

1. **Court-Ordered Suspension:** A court that has determined that a parent is intentionally withholding child support payments may order the Bureau of Motor Vehicles to immediately suspend the non-paying parent's driver license indefinitely until the parent begins making payments satisfactory to the court.
2. **Administratively-Ordered Suspension:** If the local agency responsible for the administration of enforcing child support payments determines that a parent is more than three (3) months or two thousand dollars (2,000) behind in child support that agency may send an order to the Bureau of Motor Vehicles requiring that the non-paying parent's driver license be suspended indefinitely in twenty (20) days unless, in that twenty-day period, the parent pays the unpaid amounts, arranges to have an amount automatically withheld from his or her paycheck, or contests whether he or she is in fact delinquent in child support payments.

CHAPTER K

LICENSE SUSPENSION FOR GRAFFITI: Effective July 1, 1996, the driving privileges of a person convicted of the act of making graffiti may be suspended, at the discretion of the court, for a period of up to one (1) year.

CHAPTER L

Upon any reasonable ground appearing on the records of the Bureau of Motor Vehicles, the bureau may suspend or revoke licenses, registration certificates or plates.

OTHER SERVICES OFFERED BY THE BUREAU OF MOTOR VEHICLES

CHAPTER A

VEHICLE TITLING AND REGISTRATION:

1. **Motor Vehicle Certificates of Title:** A certificate of title is evidence of vehicle ownership. An Indiana resident who purchases a vehicle for use in Indiana must have it titled no later than thirty-one (31) days from the date of purchase. A delinquent fee will be assessed after thirty-one (31) days.
 - a. **Where To Obtain a Certificate of Title:** Persons may apply for a certificate of title at any license branch.
 - b. **Payment of Sales tax:** If the vehicle was not purchased from an Indiana licensed motor vehicle dealer, sales tax must be paid at the license branch based on the purchase price of the vehicle. If the vehicle was purchased from a dealer, the dealer will collect the sales tax at the time of sale.
 - c. **Required Documentation and Information:**
 - (i) **Assignment of Title by Seller:** An applicant for a new certificate of title must bring the certificate of title or certificate of origin (new vehicle) held by the seller showing that it has been assigned to the applicant.
 - (ii) **Odometer Statement:** Federal and State laws require an odometer statement be completed by the seller any time a vehicle's ownership is transferred. This statement is generally included on the certificate of title.
 - (iii) **Vehicles Titled in Another State:** If the title assigning a motor vehicle to the applicant was issued by another state, the purchaser must obtain a signed statement from a law enforcement officer or a license branch employee that the vehicle identification number ("VIN") on the out-of-state title is the same as the VIN found on the motor vehicle.
 - (iv) **Social Security Number or Federal Employer Identification Number:** For taxation and identification purposes Indiana law requires individuals to provide their social security number when titling a vehicle in Indiana. Companies must provide their federal employer identification number at time of application. A title transaction will not be processed without a social security number or federal employer identification number.

- (v) **Requirements for New Residents:** New residents to Indiana must title their vehicle(s) within sixty (60) days of becoming an Indiana resident. A new resident applicant must bring his or her title document from the previous state of residence and must obtain a statement from a law enforcement officer or license branch employee affirming that the VIN on the out-of-state title is the same as that found on the motor vehicle.

2. Motor Vehicle Registration and Plates: A vehicle must be properly registered and a current license plate affixed to the rear of the vehicle before it can be legally operated. The vehicle must be titled in the registrant's name before it can be registered and a plate issued.

a. How and Where To Register a Vehicle:

- (i) **Newly-Purchased Vehicle:** A newly-purchased vehicle must be registered in person in the county in which the individual resides. Upon proper registration, the applicant will be issued a new plate for the vehicle.
- (ii) **Registration Renewal:** The Bureau of Motor Vehicles routinely mails in advance a preprinted registration renewal notice form as a courtesy reminder to all persons shown in Bureau of Motor Vehicles' records as the registrant of a vehicle. The Bureau offers four convenient ways to renew your standard vehicle registration in addition to conducting the transaction at your local license branch. Reminder to motorists using one of the following methods of registration renewal: please allow at least 14 business days for mailing. Vehicles are not considered legally registered or renewed until a valid license plate or renewal sticker is affixed to the vehicle.

(A) **Mail-In Renewal:** Motorists should complete the requested information sections on the registration renewal notice and return the required paperwork to the BMV by the date specified on the renewal notice in the envelope provided. Renewal stickers will be mailed to the address listed on the renewal notice.

(B) **Touch-Tone Renewal:** Motorists can renew a standard vehicle registration 24 hours a day via telephone by calling 1-877-4-NEW-BMV. To use TTR, find the Plate Identification Number (PIN) and Social Security Number listed on your renewal notice and follow the step-by-step instructions given on the phone. Payment may be made using a MasterCard, Visa, Discover or debit card with the MasterCard or Visa logo. The BMV will mail your renewal sticker or license plate to the address listed on your renewal notice.

- (C) **Rapid Renewal System:** Motorists can process standard vehicle registrations in the convenience of their home or office, anytime of day, via the Internet by logging on to www.bmvexpress.org/rrs. To use RRS, find the PIN and Social Security Number listed on your renewal notice and follow the directions on the screen. Payment may be made using a MasterCard, Visa, Discover or debit card with the MasterCard or Visa logo. The BMV will mail your renewal sticker or license plate to the address listed on your renewal notice.
- (D) **Self-Service Terminals:** Motorists can renew standard vehicle registrations at one of several SSTs located throughout the state. SSTs work much like ATMs and print your renewal sticker immediately. To use a SST, bring your license plate number, Social Security number, insurance company name and policy number. No renewal notice is needed. Follow the easy, step-by-step directions on the screen. Most SSTs are available 24 hours a day and accept checks, MasterCard, Visa, Discover or debit card with the MasterCard or Visa logo.

b. Required Information:

- (i) **Insurance:** All registrants are required to provide the name of their current insurance company and their corresponding policy number.
- (ii) **Social Security Number or Federal Employer Identification Number:** For taxation and identification purposes, Indiana law requires an individual to provide his or her social security number when registering a vehicle. A company registering a vehicle must provide its federal employer identification number. Registration transactions will not be processed without a social security number or federal employer identification number.

c. After Registration: Immediately affix your new plate to the rear of your vehicle or affix the renewal sticker to your existing plate in the top right-hand corner of the plate. Sign your copy of the registration certificate and keep it in the vehicle at all times. It must be shown on demand to any law enforcement officer.

d. Motor Vehicle Excise Tax: In Indiana an excise tax is imposed on all passenger vehicles, motorcycles, trailers and trucks with a declared gross weight of 11,000 pounds or less. The tax is due and payable in full at the time of vehicle registration. Excise tax collected by the Bureau of Motor

Vehicles is distributed to the county in which the registrant resides and the funds are used by local communities to pay for essential services such as schools, fire and police services.

CHAPTER B

BUREAU OF MOTOR VEHICLES DRIVER IMPROVEMENT PROGRAM:

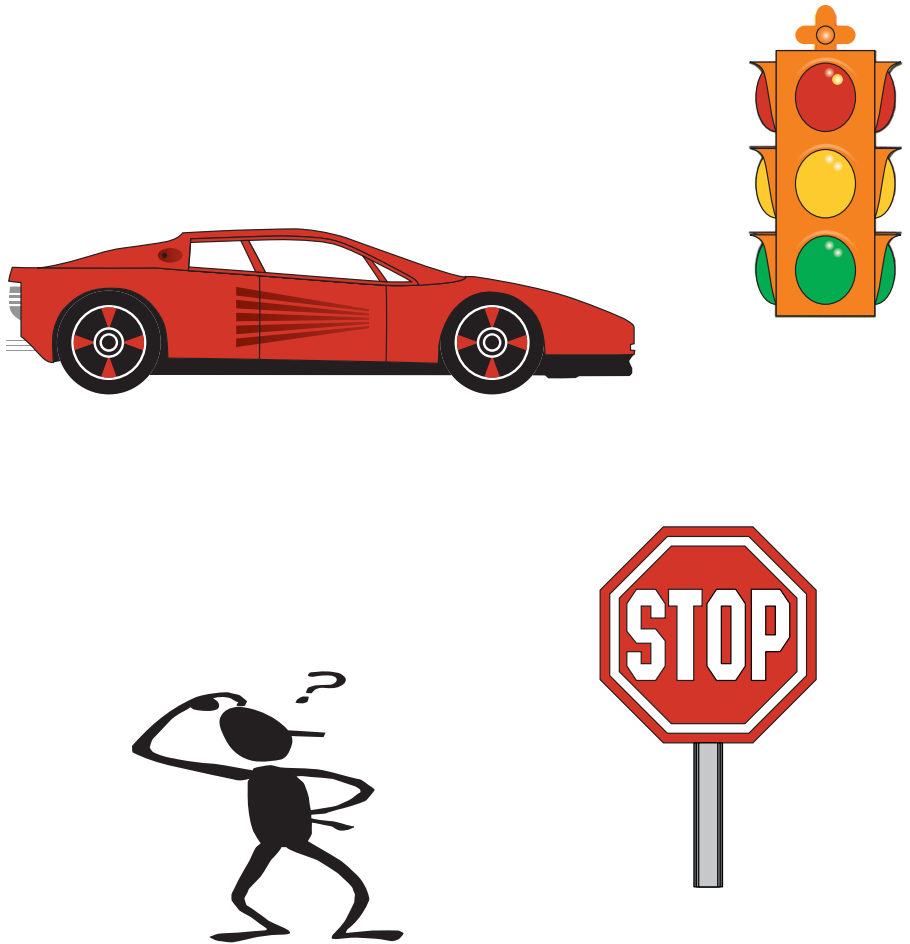
1. The Bureau of Motor Vehicles has a driver improvement program which presents a positive learning approach toward improving defensive driving techniques. The Bureau's defensive driving program includes a curriculum which provides for either a classroom option or a home study option.
2. When Required:
 - a. **By a Court:** A judge has the authority to order a driver who commits a traffic violation to attend a driver improvement course. A judge may decide to use this requirement as an alternative to license suspension.
 - b. **By the Bureau of Motor Vehicles:** Any person who, within a 12-month period is convicted of two (2) or more traffic offenses which result in convictions, will be required by the Bureau of Motor Vehicles to attend a BMV-approved driver improvement program. Failure to complete the course or pay the fee will result in invalidation of the individual's driving privileges.
3. Voluntary Programs:
 - a. **Standard Driver Improvement Course:** Any person may sign up for the standard driver improvement course. The program provides an excellent summary of defensive driving techniques and is a useful refresher course for drivers. As an incentive to those who have completed the course, a four point credit will appear on their Indiana driving record for a period of three (3) years.
4. **For More Information:** To sign up for a driver improvement course or to obtain information concerning the programs described here, contact the Bureau of Motor Vehicle's driver improvement department at (317)233-6000 (option #1).

PARKING PLACARDS FOR INDIVIDUALS WITH PHYSICAL DISABILITIES:

1. **Purpose:** Parking placards for persons with physical disabilities gives the holder the legal authority to park a vehicle in parking designated for persons with disabilities. The placard is available for persons with either a permanent or temporary disability, and for entities that contract with governmental agencies to provide transportation for persons with physical disabilities.
2. **How To Obtain:**
 - a. **Medical Certification:** To apply for a parking placard, the applicant first must have a physician, chiropractor or podiatrist complete a medical certification affirming that the individual has a disability that qualifies the individual for a parking placard. If the person has a visual disability the form may be completed by an optometrist or ophthalmologist. The medical certification form is available at any license branch or may be obtained by mail at the following address: Bureau of Motor Vehicles, Room N405, 100 North Senate Avenue, Indianapolis, IN 46204
 - b. **Application:** After having the medical certification completed, an individual can obtain a parking placard at any license branch. If the individual needs more than one placard, a second placard may be obtained.
 - (i) **Permanent Disabilities:** For persons with a permanent disability, the placard is valid for four (4) years. There is no fee for the first two (2) placards issued to a person with a permanent disability. However, during the time the placard is valid, if the individual requires more than two (2) placards, there will be a \$5.00 fee charged for each additional placard.
 - (ii) **Temporary Disabilities:** For persons with a temporary disability, the placard is valid for six (6) months or for a shorter period as prescribed by the medical professional on the medical certification. The fee for each placard for a temporary disability is five dollars (\$5.00).
 - (iii) **Transportation Companies:** For transportation companies that have contracted with a government entity to transport persons with physical disabilities, the placard is valid for four (4) years or upon the date the company ceases such services. Placards issued to such companies are free of charge.

VOTER REGISTRATION AT BMV LICENSE BRANCHES: A person obtaining or renewing a driver license or identification card may register to vote at any license branch. Mail-in voter registration forms are available for persons who are not at the branch for driver's license or I.D. card purposes. If you have moved, you can register to vote in your new district. If you are not currently registered, become a part of the process!

For your information and convenience, the following pages contain sample questions that may be on the written test for application of an Indiana operator license. All answers are located in this driver manual.



There are also manuals available for information regarding Motorcycles, Commercial Driver License and Watercraft Regulations and Registration. These may be obtained at your local license branch.

1. What is the maximum single axle weight for trucks?
 - a. 17,000
 - b. 20,000
 - c. 80,000
 - d. All of the above
2. During what period of time must a vehicle have its headlights turned on?
 - a. Sunrise to sunset
 - b. Sunset to sunrise
 - c. All day
 - d. At night
3. When emergency vehicles display flashing lights on a two- (2) lane road, drivers must:
 - a. Slow down
 - b. Pull over to the right of road
 - c. Stop until emergency vehicle passes
 - d. All of the above
4. Drivers must use headlights when visibility is less than:
 - a. 200 feet
 - b. 500 feet
 - c. 100 feet
 - d. 300 feet
5. Motor vehicles transporting loads which extend more than four (4) feet beyond the rear of the motor vehicles, shall mark the rear of the projecting load as follows:
 - a. 2 red flags visible from the rear, one on each side or
 - b. 2 red lamps visible from rear, one on each side
 - c. 2 red reflectors visible from rear, one on both side
 - d. All of the above

6. Trucks have more severe blind spots than cars; therefore you must always keep in mind that:
- A trucker can see a car all the time due to larger mirrors
 - If you cannot see the truck driver in his side mirror, he cannot see you
 - A trucker can see the road better because he sits twice as high as the driver of a car
 - You can pass when you think it is safe
7. When a school bus has stopped on a two-lane road and is loading or unloading students, you must:
- Pass at a slow speed
 - Sound horn and pass with caution
 - Drive on, if you are approaching from the opposite lane
 - Stop whenever the red octagonal stop-sign arm extends from the left side of the bus.
8. Which of the following statements are true when holding a Public Passenger Chauffeur's license:
- You may also operate any vehicle legally operated by the holder of an operator license or a chauffeur license
 - You may also operate any vehicle legally operated by the holder of a commercial driver license
 - You may also operate any vehicle legally when operated by the holder of a motorcycle license
 - All of the above
9. Which of the following safety guidelines apply to Railroad Crossings?
- Obey the warning signs, never drive around a crossing gate
 - Avoid stopping on the railroad tracks
 - Watch for additional trains
 - All of the above
10. To be eligible for a chauffeur or public passenger chauffeur license, you must have at least how many years driving experience as a licensed driver?
- Four years
 - 180 days
 - Two years
 - One year

11. The maximum speed limit when operating a school bus on a rural interstate highway is:
- 40 miles per hour
 - 65 miles per hour
 - 55 miles per hour
 - 70 miles per hour
12. The driver of a commercial motor vehicle must stop within how many feet of railroad tracks:
- 10 – 40 feet
 - 15 – 50 feet
 - 20 – 60 feet
 - 05 – 45 feet
13. A public passenger chauffeur license grants the privilege to transport persons for hire so long as the vehicle is not designed or used to transport how many persons?
- 20 persons including the driver
 - 15 persons including the driver
 - 25 persons including the driver
 - 16 persons including the driver
14. The Indiana Drivers Manual states a good rule for drivers to follow, is to stay at least:
- Eight (8) seconds behind the vehicle ahead
 - Two (2) seconds behind the vehicle ahead
 - Six (6) seconds behind the vehicle ahead
 - Ten (10) seconds behind the vehicle ahead
15. What is the maximum tandem axle weight for trucks?
- 20,000 lbs. per axle
 - 10,000 lbs. per axle
 - 17,000 lbs. per axle
 - 15,000 lbs. per axle

16. To show vehicle width at night, every truck or bus that is 80 inches or wider must have how many clearance lights?
- 2 clearance lights
 - 4 clearance lights
 - 8 clearance lights
 - None
17. Upon approaching a stationary authorized emergency vehicle or highway maintenance vehicle and when these vehicles are displaying alternately flashing lights, a person who drives an approaching vehicle shall:
- Proceed with due caution
 - Yield the right-of-way into a lane not adjacent to that of the stationary vehicle
 - Maintain safe speed for road conditions
 - All of the above
18. Except for a light weight vehicle, every bus, truck tractor trailer and every driven vehicle in a driveway towaway operation must be equipped with what items?
- Spare fuses
 - Fire extinguisher
 - Warning devices
 - All of the above
19. If you are driving a truck and your vehicle becomes disabled on a travel roadway or its shoulder, you must display warning devices:
- 100 feet from the disabled vehicles
 - 200 feet on divided highway
 - 500 feet if stalled within 500 feet of curve
 - All of the above
20. What is the maximum height of any vehicle that may be operated without a special permit?
- 13 feet, 6 inches
 - 12 feet, 7 inches
 - 11 feet, 8 inches
 - 10 feet, 9 inches

21. A good defensive driver should:
- Drive slowly at all times
 - Look out for the reactions of other drivers
 - Travel at a constant speed
 - Only drive in familiar area
22. A loaded truck or tractor-trailer takes longer to stop than cars traveling at the same speed of 55 miles per hour. Which of the following is most accurate?
- A loaded tractor-trailer may take 400 ft. or more to stop
 - A loaded tractor-trailer may take 200 ft. or more to stop
 - A loaded tractor-trailer may take 50 ft. or more to stop
 - A loaded tractor-trailer may take 100 ft. or more to stop
23. At least 70% of accidents leading to property damage, injuries and death, is a result of:
- Human error
 - Alcohol
 - Medication or drugs
 - Speeding
24. Drivers must routinely share the roadway with motorcycles and bicycles, which of the following statements is the most accurate?
- Bicycles can only be ridden on the sidewalk.
 - Motorcycles can go in between lanes of traffic to go ahead of you at traffic lights.
 - Motorcycles and bicycles are entitled to the same right-of-way and are required to observe the same traffic laws as automobiles.
 - All of the above.
25. If you are driving a truck, bus or tractor-trailer and your vehicle is disabled on a traveled roadway or its shoulder, you must display within ten (10) minutes, what warning devices?
- 3 bi-directional emergency reflective triangles.
 - 6 fuses.
 - 3 liquid-burning flares.
 - Any of the above.



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